Are you ready to commit yourself to Staffing?

For many years, recruitment and staffing has been an industry that people “fell into” but now, after the formal professionalisation of the staffing industry in 2013, individuals can commit themselves to a career in this exciting sector. Go on, shout proudly that you #LoveStaffing and apply now for your professional designation!

Time to step up
Success in today’s fast-paced staffing industry is reliant on individuals specialising and remaining relevant to their clients and candidates.

APSO understands the importance of professionalising the industry and providing recruiters with the opportunity to develop their skills, improve their personal qualifications, and to maintain the currency of their knowledge.

Recognition as a profession
APSO is honoured to have been recognised as the professional body for the staffing industry and to have had the unique professional designations for the industry registered by the South African Qualifications Authority (SAQA) in September 2013.

Individuals working in the industry can now dedicate themselves to a sector-specific career pathway to be recognised as one of three professional designations:

INDIVIDUAL PROFESSIONAL DESIGNATIONS

- Individual Staffing Practitioner (ISP)
- Individual Staffing Professional (ISPr)
- Individual Staffing Master (ISM)

Differentiation
Professional development will not only assist you in becoming a better, more successful recruiter, but it will also help to differentiate you in the marketplace. In the highly competitive staffing industry, the ability to provide your clients and candidates with a clear indication of your level of qualification, experience and commitment to continuing professional development will assist you to stand out from your peers.

“The path to professionalism means holding myself to high personal ethics, challenging myself to grow, continual learning, being dedicated, passionate and working daily towards excellence.”
Career Progression

When choosing to make staffing your career of choice, it’s great to know that there are three distinct levels of professional designation to which to aspire.

Each of the three registered professional designations has clearly defined awarding criteria, i.e. qualification, knowledge and workplace experience requirements, that must be met before you can be awarded the designation.

“You can choose during your career to remain at a particular designation (level) or to work towards the next level by achieving the required qualification and gaining additional industry workplace experience.

“The table below provides a graphic illustration of the specific requirements at each of the three designation levels. These criteria are non-negotiable and you would be required to make a formal application, providing evidence of your compliance with each of the criteria, such as a certified copy of your qualification and your CV detailing your staffing industry experience.

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<th>DESIGNATION</th>
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<th>Industry Knowledge Assessment</th>
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<td>Individual Staffing Practitioner (ISP)</td>
<td>Min 6 months</td>
<td>Matric / NQF 4</td>
<td>Entrance Exam</td>
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<td>Individual Staffing Professional (ISPr)</td>
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Individual Staffing Practitioner (ISP)

This is the entry level designation and where most individuals currently working in staffing will begin their journey to professionalism. To qualify, you must meet the following criteria:

Qualifications:
You must be in possession of a Matric or equivalent NQF4 qualification.

Industry Experience:
You must have a minimum of six (6) months experience working in the staffing industry.

Assessment:
You must write and pass, with at least 75%, the APSO Entrance Exam. This exam proves that you have all of the required embedded knowledge to ensure that you offer a compliant, ethical and professional service to your clients and candidates.

The Entrance Exam offers a concrete measure of your primary knowledge. The learning material follows the typical recruitment cycle and offers both practical tips on how to recruit effectively whilst also ensuring that the consultant understands the legal, compliance and ethical parameters in which they are expected to operate. The exam (and its associated learning material) is delivered online and provides recruiters the opportunity to complete at their convenience over a three-month period.

Fees:
On first application, individuals wishing to achieve the ISP designation must pay R600 ex VAT and this includes both the assessment (Entrance Exam) and the first year’s subscription fees.

From year two, the subscription fees will need to be renewed at a fee of just R450 ex VAT.

Don’t miss the chance to convert & become an ISP

APSO recognises that many recruiters may have already completed one of the previous embedded knowledge programmes including IPSC, APSO Entrance Exam or 2009 skills programme. Of course, you will still need to meet the other requirements, as outlined above but will be exempt from re-writing the Entrance Exam if you achieve 75% in the compliance questionnaire.

If you apply for the ISP professional designation before end June 2014 and meet the stipulated criteria, you will qualify for a special phase-in price of just R250 ex VAT and this includes your first year’s subscription fees.

Don’t delay, apply today!
Individual Staffing Professional (ISPr)

This is the mid level designation and where some of the more experienced individuals working in the sector will begin their journey to professionalism. To qualify, you must meet the following criteria:

Because we recognise that there are many successful recruiters working in the industry who may not be in possession of a tertiary qualification, there are two pathways to achieving this designation, namely:

**Pathway 1**

**Qualifications:**
You must be in possession of a Matric or equivalent NQF4 qualification.

**Industry Experience:**
You must have a minimum of five (5) years experience working in the staffing industry.

**Assessment:**
You must write and pass, with at least 75%, the APSO Board Exam. This exam proves that you fully understand and are able to apply the required embedded knowledge to ensure that you are able to offer a compliant, ethical and professional service to your clients and candidates.

**Pathway 2**

**Qualifications:**
You must be in possession of a relevant NQF5 qualification. Preference will be given to qualifications within recruitment and people management although applicants may motivate for a different qualification if it aligns to the type of staffing service they offer.

**Industry Experience:**
You must have a minimum of three (3) years experience working in the staffing industry.

**Assessment:**
You must write and pass, with at least 75%, the APSO Board Exam. This exam proves that you fully understand and are able to apply the required embedded knowledge to ensure that you are able to offer a compliant, ethical and professional service to your clients and candidates.

The Board Exam, delivered online, tests the application of knowledge expected to be in use by a recruiter of this level.

**Fees:**
On first application, individuals wishing to achieve the ISPr designation must pay **R850 ex VAT** and this includes both the assessment (Board Exam) and the first year’s subscription fees.

From year two, the subscription fees will need to be renewed at a fee of just **R550 ex VAT**.
Individual Staffing Master (ISM)

This is the most senior level designation and where individuals making a career in staffing should aspire to. To qualify, you must meet the following criteria:

**Qualifications:**
You must be in possession of a relevant NQF6 (or higher) qualification. Preference will be given to qualifications within recruitment and people management or general business management. However, applicants may motivate for a different qualification if it aligns to the type of staffing service they offer/manage.

**Industry Experience:**
You must have a minimum of ten (10) years experience working in the staffing industry.

**Assessment:**
You must research and present an industry Research Report of no less than 10 000 words. You will apply for acceptance of your research topic and once submitted, you will be required to formally present your research report to, and answer questions from, a specially established panel including academics.

The research report is intended to highlight your level of expertise, understanding and insight into the staffing sector. The research report will be published on the APSO website and made available to others working in staffing once finalised and approved.

Panel interviews are scheduled twice per year and applicants for the ISM designation will need to apply timeously to ensure that they have sufficient time to complete their research and submit by the closing date.

**Fees:**
On first application, individuals wishing to achieve the ISM designation must pay **R3000 ex VAT** and this includes the full assessment process from topic approval to panel interview.

Once approved, the annual subscription fees, **R3000 ex VAT**, will need to be paid and will become payable annually on the renewal of your professional registration.
Commitment to Lifelong Learning

Achieving your professional designation is just the first step in this exciting journey. Maintaining your professional status requires your commitment to learning through 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 like staffing where things change constantly!

“What you do with your billable time determines your current income but what you do with your non-billable time determines your future.”

CPD Requirements

APSO therefore stipulates that all registered professionals must record a minimum of **30 CPD points** in any 12-month period. Failure to achieve the required CPD points will result in the designation being revoked.

CPD points are achieved through a variety of recognised CPD activities, both formal and informal, where points are allocated based on the type and duration of the activity. Examples of CPD activities include:

**Workshops**

**Quiz**

**Publishing**

**Networking**

**Seminars**

**Enterprise Development**

**E-learning**

**Webinars**

**CV**

**Reading**

**Coaching**

**Success = CPD**

CPD points can be earned through industry (and related) activities as well as through in-house training etc. All you need to do is to ensure that you have proof of the activity, e.g. certificate or attendance register, and then upload it to your profile on the website.

A guide, found on the website provides the CPD points value for various types of CPD activities.

APSO will ensure that a robust calendar of events, including webinars, quizzes, conferences and training is available to members although CPD activities done in-house or via external sources will also be CPD worthy.
Be Accountable

Professionals commit to, and operate by, the highest standards. All registered staffing professionals will be required to work in strict accordance with the APSO Code of Ethics and Codes of Professional Practice. Individuals – clients and candidates – who work with registered professionals have the opportunity to hold their recruiter accountable by lodging complaints with APSO in the event of poor service. Serious breaches of the Code may result in the registered professional losing their designation.

Benefits of Professionalisation

The industry has been under the microscope for many years and professionalisation is just one away to raise standards and to help customers appreciate the skill, experience and insight it takes to do a great job!

Of course, the benefits to you as an individual are many, not least of which include:

**Achieve Recognition**
Be rewarded for your commitment to the industry. Gain recognition for your qualification, experience & expertise!

**Differentiate**
Stand out from your competition!
Let clients & candidates know why you should be their first-choice recruiter.

**Increase your marketability**
Make yourself more attractive to potential employers & increase your opportunities for personal career development.

**Bill More!!**
With increased expertise, formal qualification & continuous professional development you’re going to be able to make more placements, more often.
Take charge of your career...today!

Ready to commit to staffing? It’s as simple as:

1. Apply online; complete the application form and provide the relevant documentation so that you can be assessed against the designation awarding criteria.

2. Once you’ve been assessed, signed your commitment to work in accordance with the APSO Code of Ethics, and paid your assessment/subscription fee you’ll be awarded your designation, feel free to add it to your business card and email signature and proudly tell your clients, colleagues and candidates about your new professional status.

3. Maintain your professional designation by ensuring strict adherence to the APSO Code of Ethics and improving your currency of knowledge by achieving the required CPD points in each annual cycle.

Don’t miss out on the opportunity to convert your previous embedded knowledge programmes and achieve the first level designation at the phase-in pricing. Remember, the phase-in period ends 30 June 2014 so don’t delay, apply today!

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