

APPENDIX A

Verification Analysts Qualifications

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1 Introduction

1.1 Terminology

- Verification Analyst Qualifications are BEE Verification Analyst Qualifications
- Analyst - person carrying out the verification
- Outsourcing - verification of the measured entity by a third party on behalf of the verification agency

1.2 Underlying Principles

Verification agency should have documented policies and procedures on human resources management

- Selection of competent personnel
- Provision of ongoing training
- Performance measurement and monitoring
- Maintenance of up-to date records

1.3 SAQUA Level Descriptors:

Level descriptors, as the nomenclature suggests, provide a description of each of the eight levels on the National Qualifications Framework (NQF). The purpose of such description is to assist a writer of standards or qualifications in designing a qualification by allocating a level to a unit standard or a qualification, and to formulate outcomes and criteria for assessment that could clearly indicate the level of knowledge of a learner required to successfully achieve the unit standard or qualification.

The NQF consist of three bands, namely General Education (level 1 – schooling up to grade 9 and ABET), Further Education and Training (levels 2 – 4: grade 10 – 12), and Higher Education (levels 5 – 8). After completion of level 1 of the NQF, a learner could achieve a GETC and after completion of level 4 of the NQF, an FETC.

NQF LEVEL	BAND	QUALIFICATION TYPE	
8	HIGHER EDUCATION AND TRAINING	<ul style="list-style-type: none"> • Post-doctoral research degrees • Doctorates • Masters degrees 	
7		<ul style="list-style-type: none"> • Professional Qualifications • Honours degrees 	
6		<ul style="list-style-type: none"> • National first degrees • Higher diplomas 	
5		<ul style="list-style-type: none"> • National diplomas • National certificates 	
FURTHER EDUCATION AND TRAINING CERTIFICATE			
4	FURTHER EDUCATION AND TRAINING	<ul style="list-style-type: none"> • National certificates 	
3			
2			
GENERAL EDUCATION AND TRAINING CERTIFICATED			
1	GENERAL EDUCATION AND TRAINING	Grade 9	ABET Level 4
		<ul style="list-style-type: none"> • National certificates 	

In line with the level descriptors, qualifications and unit standards are registered at the specified level of the NQF with a number of credits allocated to it. This means that a learner could accumulate credits for successful completed unit standards towards a qualification making learning more flexible to meet learner needs.

2 Qualifications

2.1 Junior Verification Analyst

<u>SCOPE OF WORK</u>	<u>OUTPUTS</u>	<u>SKILLS & COMPETENCIES</u>
<p>Performs the verification under close supervision of the senior verification analyst OR verification manager. Simplistic direct ownership structures only.</p> <p><u>QUALIFICATIONS</u></p> <ul style="list-style-type: none"> • NQF 5 Relevant Qualification; OR • BEE Verification Learnership (to be created in line with NQF 5) <p><u>TRAINING</u></p> <ul style="list-style-type: none"> • External and/or Internal training identified by Verification Agency. <p><u>EXPERIENCE</u></p> <ul style="list-style-type: none"> • No prior work experience required. • Classified as competent by the Verification Agency in line with required process for selecting, training and authorising verification analysts. 	<ul style="list-style-type: none"> • Verification plan • Schedule of onsite visit • Verification report • Supporting evidence • Recommended BEE rating • Identified skills and knowledge deficits 	<ul style="list-style-type: none"> • BEE scorecard software • Conveying BEE knowledge to clients • Interpretation of share certificates • Interpretation of job descriptions • Directing client in terms of what evidence is required • Verification of evidence as authentic against given standards • Calculation of total procurement spend • Calculation of EBITDA • Identification of net profit after tax • Working within tight time frames • Computer literate MS Excel and Word • Analytical, Reasoning , Objectivity, Impartiality, Confidentiality • Perform analytical review to assess reasonableness of submissions • Conduct substantive checks to validate information, through the analysis of different source document • Understanding of company law • Understanding of accounting systems • Interpretation of employment contracts • Statistical sampling

2.2 Senior Verification Analyst

<u>SCOPE OF WORK</u>	<u>OUTPUTS</u>	<u>SKILLS & COMPETENCIES</u>
<ul style="list-style-type: none"> • Guides, supervises and reviews work performed by junior verification analyst. Work is reviewed by verification manager • Complex Ownership structures • Industry Charters <p><u>QUALIFICATIONS</u></p> <ul style="list-style-type: none"> • NQF 6 Relevant Qualification; OR • NQF 5 Relevant Qualification; PLUS • Completed a BEE Senior Verification programme (to be created in line with NQF 6) <p><u>TRAINING</u></p> <ul style="list-style-type: none"> • External and/or Internal training identified by Verification Agency. <p><u>EXPERIENCE</u></p> <ul style="list-style-type: none"> • 1 years BEE verification experience; OR • 3 years commercial work experience. • Classified as competent by the Verification Agency in line with required process for selecting, training and authorising verification analysts. 	<ul style="list-style-type: none"> • Verification plan • Schedule of onsite visit • Verification report • Supporting evidence • Recommended BEE status • Identified skills and knowledge deficits • Project Management team members <ul style="list-style-type: none"> ❖ Allocation of resources according to Verification plan ❖ Time management of tasks ❖ Ongoing quality control on project ❖ Identify conflict of interest and manage it ❖ Manage all risks and issues associated with project 	<ul style="list-style-type: none"> • Conveying BEE knowledge to clients • Interpretation of share certificates • Interpretation of job descriptions • Directing client in terms of what evidence is required • Verification of evidence as authentic against given standards • Calculation of total procurement spend • Calculation of EBITDA • Identification of net profit after tax • Working independently • Computer literate MS Excel and Word • Analytical, Reasoning , Objectivity, Impartiality, Confidentiality • Interpretation of shareholders agreements • Interpretation of sales agreements • Interpretation of valuation certificates • Identification of remaining third party rights against black equity shareholding • Calculation of the value of remaining third party rights against black equity shareholding • Calculation of value of shares • Project and people management • Differentiating between different forms of equity instruments • Calculation of points flowing from a chain of ownership and complex structures • Training team members • Identifying critical and core skills • Employment related legislation and HR management systems applicable to BEE • Calculations of types of enterprise development spend • Calculating Complex equity instruments points • Interpretation of industry charters • Validation of scorecard calculation system • Briefing and managing outsourced experts • Perform analytical review to assess reasonableness of submissions • Conduct substantive checks to validate information, through the analysis of different source document • Understanding of company law • Understanding of accounting systems • Interpretation of employment contracts • Statistical sampling

2.3 Verification Manager

SCOPE OF WORK	OUTPUTS	SKILLS & COMPETENCIES
<ul style="list-style-type: none"> • Performs an independent review of the verification and endorses the result of the verification. • Guides, supervises and reviews work performed by junior and senior verification analyst. • Complex Ownership structures • Industry Charters • Each Verification Agency must have at least one verification manager, this function can not be outsourced <p>QUALIFICATIONS</p> <ul style="list-style-type: none"> • NQF 7 Relevant Qualification; OR • NQF 6 Relevant Qualification; PLUS • Completed a BEE Verification Manager programme (to be created in line with NQF 7) <p>TRAINING</p> <ul style="list-style-type: none"> • External and/or Internal training identified by Verification Agency. • BEE Verification Manager Exam <p>EXPERIENCE</p> <ul style="list-style-type: none"> • 2 years BEE verification experience; OR • 5 years commercial work experience. • Classified as competent by the Verification Agency in line with required process for selecting, training and authorising verification managers. 	<ul style="list-style-type: none"> • Final decision on BEE status • BEE certificate approval • Notification of DTI re client BEE status • Instruction to finalise and secure client file • Verification plan • Schedule of onsite visit • Verification report • Supporting evidence • Recommended BEE status • Identified skills and knowledge deficits • Project Management team members <ul style="list-style-type: none"> ❖ Allocation of resources according to Verification plan ❖ Time management of tasks ❖ Ongoing quality control on project ❖ Identify conflict of interest and manage it ❖ Manage all risks and issues associated with project 	<ul style="list-style-type: none"> • Conveying BEE knowledge to clients • Interpretation of share certificates • Interpretation of job descriptions • Directing client in terms of what evidence is required • Verification of evidence as authentic against given standards • Calculation of total procurement spend • Calculation of EBITDA • Identification of net profit after tax • Analytical, Reasoning , Objectivity, Impartiality, Confidentiality • Interpretation of shareholders agreements • Interpretation of sales agreements • Interpretation of valuation certificates • Identification of remaining third party rights against black equity shareholding • Calculation of the value of remaining third party rights against black equity shareholding • Calculation of value of shares • Project and people management • Differentiating between different forms of equity instruments • Calculation of points flowing from a chain of ownership and complex structures • Identifying critical and core skills • Employment related legislation and HR management systems applicable to BEE • Calculations of types of enterprise development spend • Calculating Complex equity instruments points • Interpretation of industry charters • Developing BEE software programming specifications • Validation of scorecard calculation system • Briefing and managing outsourced experts • Perform analytical review to assess reasonableness of submissions • Conduct substantive checks to validate information, through the analysis of different source document • Understanding of company law • Understanding of accounting systems • Interpretation of employment contracts • Statistical sampling • Making final decisions <p>Identifying skills deficits and knowledge and non conformances of verification staff and correcting it as well as training of staff</p>