



**VEHICLE DAMAGE QUANTIFICATION GOVERNANCE BODY
OF SOUTH AFRICA**

Designation Awarding Policy

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Definitions

“Professional Designations”

Professional designation means a title or status conferred by a professional body in recognition of a person’s expertise and / or right to practice in an occupational field.

“Qualification”

This is a national qualification registered on the National Qualifications Framework (NQF).

“Recognition of Prior Learning (RPL)”

The principles and processes, through which the prior knowledge and skills of a person are made visible, mediated and assessed for the purposes of alternative access and admission, recognition and certification, or further learning and development.

“Professional body”

Anybody of expert practitioners in an occupational field, and includes an occupational body.

“Motor vehicles under 3500 kg”

These are motor cycles, mopeds, scooters or electrically-powered vehicles, goods vehicle, mini-buses, light trailers, motor cars, ambulances, rescue vehicles, mobile industrial or agricultural machinery (no mass limit), boats and caravans)

“Motor vehicles over 3500 kg”

These are heavy goods vehicles, buses, fire-fighting vehicle, extra heavy goods vehicle (not articulated), articulated extra heavy goods vehicles and trailers.

1 Introduction

The VDQGBSA as the professional body for the vehicle damage quantification has the responsibility of determining various professional designations that will meet the demands of the sector and recognise the training and expertise of its membership. The VDQGBSA acknowledges that vehicle damage quantifiers and insurance motor vehicle assessors did not have a national qualification prior to the development and registration of the Occupational Qualification: Vehicle Damage Quantifier (OFO 331505). This qualification serves as the baseline competence for a range of professional designations listed in Section 2 below.

This document describes four professional designations and provides registration guidelines for each of these designations.

2 Registration Committee for Designations

The registration process will be managed by the Registration Committee of the VDQGBSA

This committee will have overall responsibility of the registration and designation awarding process. It will coordinate the work of all personnel involved in this process. The Registration Committee will be managed by a Registration Administrator.

This Registration Committee shall:

- Manage the registrations of professionals, that is, vehicle damage quantifiers and insurance motor vehicle assessors.
- Develop competency standards which will be used to determine whether an applicant qualifies for registration in the designations described below.
- Evaluate applications using the prescribed competency standards

2.1 Functions and persons responsible for them (see table below)

Table 1: Summary of Functions and Authority Responsible for the Registration Committees	
Functions	Person/Committee
Administrative functions	Registration Administrator
Develop competency standards for registration	Registration Committee
Evaluate and validate VDQ-related applications for registration/refusal	Registration Committee
Evaluate and validate Insurance Motor Vehicle Assessor-related applications for registration/deferral/refusal	Registration Committee
Communicate with applicants on success/refusal of an application	Registration Administrator
Consider appeals against registration refusal decisions	Registration Committee and the Appeals Committee

3 Role of the VDQGBSA Board in Registration and in Professional Designations

The Board of the VDQGBSA may from time to time make rules which prescribe –

- 3.1 Conditions relating to registration of members in designations
- 3.2 Additional designations if required by the industry
- 3.3 Requirements for registration in a professional designation

4 Professional Designations

Applicants may apply to register with the VDQGBSA in any of the following four (4) professional designations:

- 4.1 Professional Designation 1: Certified Vehicle Damage Quantifier (motor vehicles up to 3500 kg)
- 4.2 Professional Designation 2: Certified Vehicle Damage Quantifier (motor vehicles over 3500 kg)
- 4.3 Professional Designation 3: Certified Insurance Motor Vehicle Assessor (motor vehicles up to 3500 kg)
- 4.4 Professional Designation 4: Certified Insurance Motor Vehicle Assessor (motor vehicles over 3500 kg)

5 Registration Routes to Obtain Professional Designations

The following are the prescribed routes/pathways to obtain registration for professional designations:

5.1 Accredited qualifications and relevant experience

If an applicant has acquired the appropriate accredited qualification/s and the relevant experience (in terms of the different designations above), they would need to prepare and submit a detailed Experience Report (ER) using the format provided by VDQGBSA. The ER will consist of a record of:

- workplace training and experience
- initial professional development activities
- report by supervisor or mentor on applicant

Once the ER meets the criteria of the assessment by the relevant personnel of the VDQGBSA, the applicant would need to attend a compulsory professional interview.

If the applicant is successful in the compulsory professional interview, they will be registered in the professional designation for which they applied. If an applicant fails the professional interview they will be informed of the area(s) in which they have limitations and will be advised to acquire further experience in those particular area(s).

An applicant can then re-apply to attend the professional interview after a minimum of six months from date of initial interview.

5.2 Accredited qualifications but without relevant experience

This applies to an applicant who has acquired the appropriate accredited qualification/s but has not yet acquired the required relevant experience.

This applicant must be mentored by a registered professional for a minimum of 18-month period and compile an ER. At the end of the mentoring period they will submit the ER for assessment.

Once the ER is assessed by the relevant VDQGBSA personnel and meets the stipulated criteria, the applicant would need to attend a professional interview.

The professional interview process referred to above would then apply.

5.3 No formal qualifications but with relevant experience

If an applicant does not have the relevant accredited qualification/s but has considerable knowledge and experience in the field of vehicle damage quantification, they will have the opportunity of being credited for their knowledge and practical skills through the Recognition of Prior Learning (RPL) process (see the RPL policy). The RPL process will identify areas that would still need to be completed by the applicant.

6 Criteria for Registration in VDQGBSA's Professional Designations

All applicants wishing to be registered in any of the professional designations mentioned in Section 2 above are required by the VDQGBSA to complete the relevant application forms and submit them to VDQGBSA for consideration.

Applicants are required to familiarise themselves with the guidelines below on the registration policy, processes and procedures for professional designations. The requirements for each professional designation are specified.

This section must be read in conjunction with Section 7 below.

6.1 Designation 1: Certified Vehicle Damage Quantifier (motor vehicles up to 3500kg)

An applicant who wishes to apply for registration as a Certified Vehicle Damage Quantifier requires the following:

- 6.1.1 Occupational Certificate: Vehicle Damage Quantifier (NQF Level 4)
- 6.1.2 18 months post qualification experience on motor vehicles up to 3500kg, as specified by the vehicle damage quantification sector
- 6.1.3 If the applicant has no vehicle damage quantification qualification then the applicant must have Grade 12 with mathematics and they must have acquired 5 years' relevant experience. The applicant will need to go through the RPL programme.
- 6.1.4 If the applicant has no vehicle damage quantification qualification then the applicant must have Grade 10 with mathematics and they must have acquired 7 years' relevant experience. The applicant will need to go through the RPL programme.

6.2 Designation 2: Certified Vehicle Damage Quantifier (motor vehicles over 3500 kg)

An applicant who wishes to apply for registration as Vehicle Damage Quantifier (motor vehicles over 3500 kg) requires the following:

- 6.2.1 Occupational Certificate: Vehicle Damage Quantifier (NQF Level 4)
- 6.2.2 Further training in vehicle damage quantification for motor vehicles over 3500 kg, as specified by the vehicle damage quantification sector
- 6.2.3 18 months post-qualification experience on motor vehicles over 3500 kg
- 6.2.4 If the applicant has no vehicle damage quantification qualification then the applicant must have Grade 12 with mathematics and they must have acquired 5 years' relevant experience. The applicant will need to go through the RPL programme.
- 6.2.5 If the applicant has no vehicle damage quantification qualification then the applicant must have Grade 10 with mathematics and they must have acquired 7 years' relevant experience. The applicant will need to go through the RPL programme.

6.3 Designation 3: Certified Insurance Motor Vehicle Assessor (motor vehicles under 3500 kg)

An applicant who wishes to apply for registration as Insurance Motor Vehicle Assessor (motor vehicles under 3500 kg) requires the following:

- 6.3.1 Occupational Certificate: Vehicle Damage Quantifier (NQF Level 4)
- 6.3.2 Insurance-related training on motor vehicles under 3500 kg, as specified by the insurance sector
- 6.3.3 18 months experience post insurance-related training on motor vehicles under 3500 kg
- 6.3.4 If the applicant has neither vehicle damage quantification qualification nor insurance related training, then the applicant must have Grade 12 with mathematics and they must have acquired 5 years' relevant experience. The applicant will need to go through the RPL programme.
- 6.3.5 If the applicant has neither vehicle damage quantification qualification nor insurance related training, then the applicant must have Grade 10 with mathematics and they must have acquired 7 years' relevant experience. The applicant will need to go through the RPL programme.

6.4 Designation 4: Certified Insurance Motor Vehicle Assessor (motor vehicles over 3500 kg)

An applicant who wishes to apply for registration as Insurance Motor Vehicle Assessor (motor vehicles over 3500 kg) requires the following:

- 6.4.1 Occupational Certificate: Vehicle Damage Quantifier (NQF Level 4)
- 6.4.2 Insurance-related training on motor vehicles over 3500 kg, as specified by the insurance sector
- 6.4.3 18 months year experience post insurance-related training on motor vehicles over 3500 kg
- 6.4.4 If the applicant has neither vehicle damage quantification qualification nor insurance related training, then the applicant must have Grade 12 with mathematics and they must have acquired 5 years' relevant experience. The applicant will need to go through the RPL programme.
- 6.4.5 If the applicant has neither vehicle damage quantification qualification nor insurance related training, then the applicant must have Grade 10 with mathematics and they must have acquired 7 years' relevant experience. The RPL route is recommended in the case of no formal qualifications.

6.5 Acquiring more than one designation:

- 6.5.1 Should an applicant who has acquired Designation 1 wish to apply for Designation 2 or vice versa, they must complete the specified training and 6 months of work experience in the desired designation. The applicant will compile an ER during this period, which will be assessed as described above.
- 6.5.2 Should an applicant who has acquired Designation 3 wish to apply for Designation 4 or vice versa, they must complete the specified training and 6 months of work experience in the desired designation. The applicant will compile an ER during this period, which will be assessed as described above.
- 6.5.3 Should an applicant who has acquired either Designation 1 or 2 wish to apply for either Designation 3 or 4, they must complete the requisite insurance related training and 6 months of work experience in the desired designation during which time they will compile an ER. The ER will be assessed as described above. The applicant will then be able to apply for the intended designation using the processes described in this document.
- 6.5.4 If an applicant has acquired Designation 3 and wishes to acquire Designation 4 or *vice versa*, they must complete the requisite training for the intended designation (technical and insurance-related) and 6 months of work experience during which time they will compile an ER. The ER will be assessed as described above. The applicant will then be able to apply for the intended designation using the processes described in this document.

7 Continuing Professional Development (CPD)

All registered persons need to maintain their registration as per the Continuing Professional Development (CPD) policy. They need not re-apply for registration as members of VDQGBSA unless they fail to meet the requirements of the continuing professional development policy. Should a registered person fail to meet the requirements of the Continuing Professional Development (CPD) policy, their registration will be revoked, after due process has been followed.

8 Registration of Foreign Applicants

Foreign applicants must acquaint themselves of VDQGBSA's Policy on Foreign Qualifications.

9 Conditions for Refusal to Register an Applicant

VDQGBSA may refuse to register an applicant based on the following:

- 9.1 If the applicant has been removed from an office of trust on account of improper conduct.
- 9.2 If the applicant has been convicted of an offence within the Republic, other than offences committed prior to 27 April 1994 associated with political objectives, and was sentenced to imprisonment without an option of a fine, or in the case of fraud, to a fine or imprisonment or both.
- 9.3 If the applicant has been convicted of an offence in a foreign country and was sentenced to imprisonment without an option of a fine, or in the case of fraud to a fine or imprisonment or both.
- 9.4 If the applicant is declared by the High Court to be of unsound mind or mentally disordered, or is detained under the Mental Health Act of 1973.
- 9.5 If the applicant is disqualified from registration as a result of non-compliance with the VDQGBSA's requirements.
- 9.6 If the applicant is an un-rehabilitated insolvent whose insolvency was caused by his or her negligence or incompetence in performing work falling within the scope of the category in respect of which he/she is applying for registration.

10 Fees and Charges

The VDQGBSA will determine:

- 10.1 Application fees
- 10.2 Registration fees
- 10.3 Annual fees or portion thereof, in respect of a part of a year.
- 10.4 The date on which the fees are payable
- 10.5 The fees payable for an appeal referred to in the Appeals Procedure Policy
- 10.6 Any other fee or charge it considers necessary

11 Exemptions

The VDQGBSA may grant exemption from payment of application fees, registration fees, annual fees, or a portion thereof to the following persons:

11.1 Retired persons

These are persons over the age of 65 years who do not earn professional fees, a salary or any other payment.

11.2 Persons practising overseas

These are persons living outside the RSA may be considered and granted a reduced annual renewal fee at the discretion of the VDQGBSA.

12 Registration Application Guidelines

These guidelines serve to inform applicants about the application and assessment processes and procedures for registration with the VDQGBSA for all the different professional designations.

12.1 Application procedure

A person wishing to register must submit an application and evidence of competence, using the prescribed Application form. The candidate has the option of either submitting the Application Form electronically or hand delivering it or sending it via registered post to the VDQGBSA's offices.

12.1.1 All applications must be completed in full. Incomplete application forms will delay the process unnecessarily.

12.1.2 The applicant must provide his or her history of education and training.

12.1.3 An application for registration as a professional must contain evidence of competence in the required form.

12.1.4 Documents to be included:

NB: All documents in a foreign language must be accompanied by sworn translations

- a. Curriculum Vitae (CV) or Resumé
- b. Certified Copies of Identification Document
- c. Certified copies of Qualification Certificates
- d. Academic Transcripts
- e. An application fee (depending on the designation sought) as prescribed by the VDQGBSA

- f. SAQA Evaluation (in the case of foreign qualification)
- g. Experience Report (ER) in the applicable designation
- h. A declaration that:
 - He or she will practice their chosen profession according to the VDQGBSA Code of Conduct;
 - He or she is subject to all applicable policies of the VDQGBSA

12.2 Policy and process for assessment of competence

12.2.1 Each applicant must provide all the evidence required for the designation applied for.

12.2.2 The relevant Central Registration will assess applications for registrations in specific professional designations.

12.2.3 The assessment process will be lawful, reasonable and procedurally fair. The process will be transparent to applicants, peer assessors, mentors and supervisors.

12.2.4 The competency of an applicant for registration will be assessed by a process of peer assessment. The assessment process will determine whether the applicant has provided evidence of competence against prescribed competency standards for the designation applied for.

12.2.5 If registration is deferred or refused, written reasons will be given to the applicant.

12.2.6 The assessment will be conducted by a panel of peer assessors, with a minimum number of three assessors evaluating every application. Peer assessors for applicants in a category must:

- a. Be registered in the appropriate professional designation
- b. Have contextual knowledge in the area of the applicant's expertise
- c. Be trained in the method of assessment to the satisfaction of the registration sub-committee
- d. Assessors may be members of the Registration Committee.

13 Assessment of Application for Registration

13.1 Administrative

- 13.1.1 The Registration Administrator will receive all applications with the relevant documentation.
- 13.1.2 All relevant information **from complete** applications will be captured on the VDQGBSA system.
- 13.1.3 **All complete** applications will be acknowledged in writing and their attendant payments received within seven (7) working days.

13.2 Screening and initial assessment

- 13.2.1 Applications will be screened by the Registration Administrator in terms of relevance and completeness.
- 13.2.2 The Registration Administrator will assist applicants to complete the application form, should the need arise. The Registration Administrator may request further information/documentation from the applicant for the completion of the form.
- 13.2.3 Incomplete forms will not be accepted.
- 13.2.4 Applications from foreign applicants will be screened according to VDQGBSA's internal processes.
- 13.2.5 The Registration Administrator will determine if the application involves a RPL process and deal with the application according to the appropriate process.

13.3 Peer assessment

- 13.3.1 The Registration Administrator will send all the relevant documents (application form, ER, competency standards) to three peer assessors.
- 13.3.2 Three assessors will independently determine whether evidence presented indicates that the applicant has achieved the level of competence specified in the prescribed standards for the designation. Indications of competency from the experience stage must be confirmed at the professional interview.
- 13.3.3 The assessor may identify issues relating to particular criteria to be confirmed or further assessed during the professional review.
- 13.3.4 The minimum assessment period is three (3) months.
- 13.3.5 The assessment outcome will be dealt with in the following manner:
 - a. If all three assessors recommend approval, the applicant will be invited to a professional interview.

- b. If two assessors recommend approval, the application will be referred to a moderator.
- c. If the moderator approves, then the applicant will be invited to a professional interview.
- d. The moderator could recommend that the application be deferred until further evidence of competence is provided by the applicant or until the applicant undergoes further mentorship for a period not exceeding six months.
- e. If two of the assessors do not recommend registration, then the application will be deferred, pending further evidence of competence being provided by the applicant.
- f. The assessment and moderation phases will be managed and coordinated by the Registration Administrator.
- g. The Registration Administrator will present the results of the assessment and moderation to the Registration Committee for validation
- h. The Registration Administrator will communicate the results of the Registration Committee to applicants in writing.

13.4 Professional Interview

13.4.1 The professional interview is an integrative assessment of the applicant's competency, including a comprehensive review of the applicant's evidence and the interview itself.

13.4.2 The professional interview will be coordinated by the Registration Administrator

13.4.3 The professional interview will be conducted by the three assessors involved in the peer assessment.

13.4.4 Each assessor will independently score the applicant against stipulated criteria.

13.4.5 At the end of the interview, the professional reviewers must submit a joint summative report and recommendation to the Registration Committee. The report must take all the process reports into consideration. The reviewers may recommend as follows:

- a. The applicant has provided evidence of competence against the prescribed competency standards and should be registered; or
- b. The applicant has not provided sufficient evidence of competence against prescribed competency standards for the reasons stated.

13.4.6 Applicants who are deemed 'not yet competent' at the professional interview will be informed of their limitations or deficiencies in writing to enable them to acquire further experience in these areas.

13.5 Actions of the Registration Committee

13.5.1 In the case that an applicant for registration does not provide evidence of competence against part or parts of the prescribed standards, the application may be deferred by the Registration Committee for a period not exceeding six months, only if it is considered feasible for the applicant to obtain evidence to fulfil the outstanding requirements in that time.

13.5.2 The period of six months commences on the date the Registration Administrator informs the applicant of the deferral and reasons for deferral in writing.

13.5.3 No further fee is payable if the required evidence is submitted within the period.

13.5.4 If the applicant does not provide evidence to meet the prescribed competency standards within the deferral period, the applicant must make a new, complete application, pay the prescribed fee and provide evidence of competence against all requirements.

13.5.5 The period of deferral may be extended for another six months depending on the reasons given by the applicant when the request to extend deferral is made.

13.5.6 The applicant will be granted no further deferral.

13.5.7 In providing evidence after a deferral, an applicant is not required to provide new evidence against the requirements already satisfied.

13.5.8 In instances where an application for registration has been refused, the applicant may submit a new application for registration as soon as evidence of competence against all identified deficiencies is available. If the applicant re-applies within three years, and maintains his his/her professional development as per the VDQGBSA's CPD policy, credit for competence recognised against specific outcomes stands.

13.5.9 Where an applicant is not satisfied with the decision of the professional interview panel, they have the right to appeal the decision in terms of the VDQGBSA's Appeal Procedure Policy.

The VDQ reserves the right to investigate or verify information of members and share the information with the industry.

14 Review Period

The Policy shall be reviewed as required.