



HEALTH PROFESSIONS COUNCIL OF SOUTH AFRICA
PROFESSIONAL BOARD FOR DIETETICS
GUIDELINES FOR REGISTRATION

FOREIGN QUALIFIED DIETITIANS / NUTRITIONISTS / FOOD SERVICE MANAGERS

These guidelines are intended to assist an applicant who wishes to apply for registration with the Professional Board for Dietetics.

1. Professional Studies

- 1.1 Any foreign qualified applicant must hold a qualification equivalent to the recognised South African Qualification in Dietetics.
- 1.2 The education and training must correspond with the education and training required from candidates qualifying in South Africa.
- 1.3 Applicants are currently required to have all the academic qualifications evaluated in order to determine their status in relation to recognised qualifications. A request for an evaluation should be submitted to the South African Qualifications Authority at the following address:

SAQA (Evaluation of Qualifications)
 Postnet Suite 248
 Private Bag X 06
 Waterkloof
 0145
 Republic of South Africa Tel: (012) 482-0800

Such a request must be sent **directly** to the **South African Qualifications Authority** and be accompanied by:

- (a) certified copies of all degree/diploma certificates or similar academic qualifications;
- (b) official transcripts of record in respect of each qualification referred to in (a) above;
- (c) the prescribed evaluation fee payable to the **South African Qualifications Authority** (See attached leaflet for specific information).

2. Practical Training/Professional Experience

An applicant for registration must also submit official documentary evidence of having completed full-time relevant practical training and/or professional experience.

3. Examination

The Professional Board at present requires a foreign-qualified dietitian, nutritionist or food service manager, upon recognition by the Professional Board of his or her education and training to successfully complete a **final examination** recognised by the Professional Board.

4. Applications

The following documents must be submitted to the Professional Board at the address provided in (5) below:

- 4.1 the attached application form, duly completed;
- 4.2 copies of all degree/diploma certificates or similar academic qualifications certified only by an attorney in his capacity as notary public and bearing the official stamp;
- 4.3 original transcripts of record issued by the education and/or training institution in country of origin indicating course content of each qualification referred to in 4.2 above (copies of original documents will only be accepted if duly certified as outlined in 4.2 above);

- 4.4 the evaluation certificate (see 1.3 above);
- 4.5 in the case of supporting evidence regarding experience and appointments held, such documents must specify the exact nature and extent of work performed and the periods during which the appointments were held (see also 2 above). All documentary evidence should be in the original; if this is not possible, duly certified copies of documents may be submitted;
- 4.6 a **work permit and an offer of employment** in South Africa;
- 4.7 A recent **certificate of status**, indicating that candidate is in good standing in country of origin, issued by the foreign registration authority where applicant is currently registered.
- 4.8 Proof of South African citizenship (if applicable)

5. **Further requirements**

- 5.1 The Professional Board at present requires a foreign-trained dietitian -
 - 5.1.1 to submit the evaluation certificate referred to in 4.4 above, issued by the South African Qualifications Authority;
 - 5.1.2 upon recognition by the Professional Board of such training to successfully complete a **final examination** recognised by the Professional Board.

6. **Address/Enquiries**

Duly compiled applications or written enquiries may be sent to:

The Registrar
HPCSA
P O Box 205
PRETORIA
0001

- 7. **No application will be considered without all requested documentation being submitted.**
- 8. **Applications for registration are submitted to the Education Committee of the Professional Board for consideration on a regular basis. Please note that all applications have to be considered by the Education Committee of the Professional Board and that no exceptions to the rule could be made by the Secretary or Chairperson of the Professional Board.**

Update: 2002-04-24



Established in terms of Act 58 of 1995

EVALUATION OF EDUCATIONAL QUALIFICATIONS

All applications to be addressed to SAQA (Evaluation of Qualifications)

Post to:
Postnet Suite 248
Private Bag X06
WATERKLOOF
0145

✉ Deliver at:
Postnet
Postal & Business Services
Lower Level
BROOKLYN MALL

WHAT DO WE NEED to do an evaluation?

- ✉ Qualification documents (📄)
- ✉ Payment or proof of payment (®)
- ✉ The name of the qualification holder
.....
...
- ✉ Address to which results should be posted
.....
.....
.....
- ✉ Name & telephone number of contact person
.....
.....
- ✉ Purpose of the evaluation

Employment	<input type="checkbox"/>
Further study ¹	<input type="checkbox"/>
Professional registration	<input type="checkbox"/>
Permanent residence	<input type="checkbox"/>
Emigration ²	<input type="checkbox"/>

1 Excluding first degree study at a South African university. For this purpose, contact the Matriculation Board at (012) 429 4128.

*2 Recognition of South African qualifications in foreign countries is the prerogative of credential evaluating agencies in the host countries. Evaluations **for emigration purposes** will therefore be conducted in terms of the South African system of education in order to convey the necessary information to foreign evaluating bodies, thus assisting them without prescription. The evaluation will not contain any translation from Afrikaans into English, as this should be done by a sworn translator.*

Form 176 DT

📄 Qualification documents

A complete set of documentation should include the following (as applicable) - please **do not fax** any documents:

- ✓ **Highest school certificate** issued by the official examination body.
- ✓ Complete and legible **academic records** in respect of all degrees or other tertiary qualifications, together with the **final certificates**. **Postgraduate / other advanced qualifications** are to be accompanied by preceding qualifications.
- ✓ **Certificates in foreign languages** should be submitted together with **sworn translations** into English.

To avoid misunderstanding about documentation, procedures or deadlines, please refer to

IMPORTANT NOTES Overleaf

® Payment³

The following tariffs apply:

General evaluation (30 working days)	R180-00
Priority evaluation (5 working days)	
Note conditions overleaf	R300-00
Extra certificate of evaluation	R25-00
Extra white copy (signed)	R10-00
Administrative fee: re-evaluations	R100-00
(amendments / additions not as a result of an oversight on our side)	R120-00 (priority)
Consultation / administrative fee:	R100-00

3 Please turn over for payment methods

written statements

R120-00
(priority)

HOW SHOULD payment be made?

- ✓ **Crossed postal orders** in favour of SAQA.
- ✓ **A crossed cheque** in favour of SAQA, only if bank guaranteed.
- ✓ **Direct cash deposit** into Standard Bank Account No 010516433, Branch No 010045 (Pretoria). A copy of the deposit slip, reflecting clearly the name of the qualification holder and the stamp of the branch where the deposit was made, must be or posted together with the application or faxed to **(012) 346 5814** if the application had already been posted.

WHEN TO EXPECT evaluation results

The normal processing time is **30 working days** (six weeks). This presupposes receipt of an application with proper and complete documentation, payment as indicated and other particulars as requested. Priority evaluations may be requested at an increased tariff as indicated. These will be completed within five **(5) working days, strictly on condition that**

- ☞ work volume allows and there is sufficient capacity available,
- ☞ all the information on which to base an evaluation is at hand, and
- ☞ documentation received meets the requirements as set out overleaf.

PROCESSING TIME **EXCLUDES** TIME IN THE MAIL.

IMPORTANT NOTES

- ☞ If considerable research or correspondence to obtain necessary information is required, during unusually busy periods or when circumstances beyond our control prevail, **the time span as indicated above may be extended.**
- ☞ **We regret that evaluation results cannot be collected. All results will be posted** to the forwarding address provided on page 2. If results are to be faxed to a third party, this must be requested in the application. Please furnish the name of the contact person, the name of the relevant organisation / department and the fax number.
- ☞ **Any appeal over evaluation results** will gladly be accommodated if in writing, or per personal appointment made in advance with the evaluator concerned.
- ☞ Certified copies of qualification documents are acceptable, but the right is reserved to request original documents and/or have the authenticity verified. If **altered or falsified documents** are submitted, no evaluation will be issued, no

refund will be made, the designees for the evaluation will be notified and the information shared with government agencies.

- ☞ The **aim of the evaluation process** is to compare foreign qualifications with South African qualifications in order for a level of recognition to be recommended. The function has been transferred from the HSRC with effect from 1 July 1991 and will be fully integrated into SAQA and aligned with NQF principles and best international benchmarking practices by February 2000.
- ☞ The recommendations made on Certificates of Evaluation should be seen as guidelines and are not binding on any institution.

FURTHER ENQUIRIES


(012) 346 9158

I understand the function, procedures and requirements as set out in this brochure and accept that the **evaluation of qualifications** will be conducted in accordance to these guidelines.

.....
Signature of applicant

.....
Name in block letters

.....
Date

APPLICATION FOR REGISTRATION AS A.....

1. Title (Dr/Mr/Mrs/Miss): Surname:
2. First name(s):
3. Date of birth: Birth Place:
4. Postal address:
.....
.....

Tel. (Work):(Home):

Fax:

E-mail Address:

5. Present employer:
6. Position/appointment held:
7. **Qualifications:**

Name of Degree/Diploma	University or Institution where degree/qualification was obtained	From		To	
		Month	Year	Month	Year

8. **Practical Training** (completed concurrent with or after completion of professional training)

Name of Institution	Category in which training was completed	From		To	
		Month	Year	Month	Year

9. **Professional Experience** (in chronological order)

Name of institution	Nature of appointment held	Full-time/ part-time	From	To	Total period in months	Enclosed documentary evidence marked A, B, etc.

10. Any other relevant facts which the applicant wishes to bring to the attention of the Professional Board:

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.....
.....

I understand that my application may be delayed should I fail to submit all the relevant documents.

Signature: Date:

(Refer to paragraph 4 and 5 of the guidelines for documentation to be attached to this application.)

Documents received	Yes	No
Evaluation certificate issued by SAQA		
Copies of all degree and diploma certificates		
Transcripts of record - Curricula		
Certificate of status (good standing) issued by foreign registration authority		
Work permit		
Offer of employment in South Africa		
Proof of South African citizenship (if applicable)		

Original duly compiled applications may be sent to:

The Secretary: Professional Board for Dietetics
HPCSA
P O Box 205
PRETORIA
0001

Fax No 012-328 4862

2002-04-24