



COMPANY POLICY

CAREER ADVICE FRAMEWORK

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1. PURPOSE

The purpose of this Career Advice Framework is to establish a structured approach through which the Association of Christian Religious Practitioners (ACRP) provides career guidance and professional advice to prospective practitioners, students, affiliates, employers, faith-based organisations, and the public.

The framework seeks to promote informed career decisions, professional development, ethical practice, and access to professional recognition within the Christian ministry profession.

2. SCOPE

This framework applies to:

- Prospective affiliates and practitioners seeking information regarding ministry / pastoral counselling careers.
- Existing ACRP affiliates seeking guidance on professional development and progression.
- Students and graduates pursuing ministry/counselling-related qualifications.
- Individuals seeking Recognition of Prior Learning (RPL).
- Employers, churches, ministries, and faith-based organisations requiring information regarding professional standards and designations.
- Members of the public seeking information regarding professional ministry practice.

3. DEFINITIONS

All terms not defined herein shall bear the same meaning as in applicable legislation. Key definitions include:

- **“ACRP (Association of Christian Religious Practitioners)”** – a professional body recognised by the South African Qualifications Authority (SAQA), comprising expert practitioners within the field of Christian religious practice.
- **“Affiliate”** – an individual registered with ACRP, typically through admission, registration, or acceptance into a relevant ACRP Council. **Affiliation** signifies participation, identification, and a recognised relationship with the organisation, often involving adherence to its rules, standards, or values, and may confer certain responsibilities or privileges within that body.
- **“Continuing Professional Development (CPD)”** - the structured and self-directed learning activities aimed at maintaining and improving professional competence.
- **“Professional Designation”** – a formal title conferred by the professional body recognising an individual’s expertise, competence, professional standing, and right to practice within a specific occupational field.
- **Qualification** – any educational program / learning achievement officially registered with the **South African Qualifications Authority (SAQA)** on the **National Qualifications Framework (NQF)**, ensuring that the qualification meets national standards and is quality-assured.

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- **“Recognition of Prior Learning (RPL)”** – a formal assessment process through which prior knowledge, skills, competencies, and practical experience are evaluated and recognised for purposes of professional designation registration.
 - **“Scope of Practice (SoP)”** – the defined range of activities, responsibilities, and professional functions permitted within a specific professional designation.

4. OBJECTIVES

The objectives of this framework are to:

- a. Provide accurate, impartial, and current information regarding ministry/counselling-related careers.
- b. Promote understanding of professional registration and designation pathways.
- c. Support lifelong learning and Continuing Professional Development (CPD).
- d. Facilitate access to professional recognition through formal qualifications and Recognition of Prior Learning.
- e. Promote ethical and professional ministry practice.
- f. Assist individuals in identifying suitable education, training, and professional development opportunities.
- g. Contribute to the professionalisation of Christian ministry and pastoral counselling in South Africa

5. PRINCIPLES

ACRP shall provide career advice in accordance with the following principles:

5.1 Accuracy

Information provided shall be accurate, current, and aligned with applicable legislation, SAQA requirements, and ACRP policies.

5.2 Impartiality

Career guidance shall be objective, fair, transparent, and free from favouritism or unmanaged conflicts of interest.

5.3 Accessibility

Career advice services shall be accessible to all individuals regardless of race, gender, age, disability, denomination, language, or socio-economic background.

5.4 Professionalism

Advice shall be provided in a professional, respectful, and ethical manner.

5.5 Confidentiality

Personal information obtained during career guidance or advice processes shall be treated confidentially and managed in accordance with applicable privacy legislation.

5.6 Public Protection

Career guidance shall promote competent, ethical, and accountable professional ministry practice in the public interest.

5.7 Lifelong Career Development

ACRP recognises that professional development is a lifelong process. Career advice shall encourage practitioners to continually develop their knowledge, skills, experience, ethical competence, leadership abilities, and professional standing throughout their ministry careers.

6. CAREER ADVICE SERVICES

6.1 Ministry/Counselling Career Pathways

Information may be provided regarding a range of ministry roles, including pastoral ministry and counselling, chaplaincy, youth ministry, community ministry, missions and evangelism, Christian counselling support roles, and leadership within faith-based organisations.

6.2 Qualifications and Learning Pathways

Guidance may be provided regarding ministry, theology and counselling qualifications, including the relevant National Qualifications Framework (NQF) levels, accredited education and training opportunities, skills development opportunities, and pathways for lifelong learning.

6.3 Professional Registration

Information shall be provided regarding affiliation categories, professional designations, registration requirements, designation criteria, and associated professional responsibilities.

6.4 Career Progression Planning

ACRP may support practitioners in planning their long-term professional development by providing clear guidance on career pathways within ministry, progression between ACRP professional designations, educational and training milestones, ministry experience requirements, leadership development opportunities, mentoring relationships, and Continuing Professional Development (CPD).

6.5 Recognition of Prior Learning (RPL)

Guidance may be provided regarding Recognition of Prior Learning (RPL) processes, including the applicable evidence requirements, as well as alternative pathways towards achieving professional recognition.

6.6 Continuing Professional Development (CPD)

Information may be provided regarding Continuing Professional Development (CPD) requirements, including approved activities, professional development planning, and the maintenance of professional competence.

6.7 Professional Ethics and Standards

Guidance may be provided regarding the ACRP Code of Ethics, the defined Scope of Practice (SoP), expected standards of professional conduct, and ethical decision-making within the context of ministry practice.

6.8 Professional Competency Development

ACRP may provide guidance on the development of professional competencies that support effective ministry practice, including leadership, communication, pastoral care, preaching and teaching, counselling skills within the practitioner's scope of practice, ethical decision-making, conflict management, governance, community engagement, digital ministry, research and scholarly development, as well as supervision and mentoring.

6.9 Inter-Professional Collaboration

ACRP encourages practitioners to recognise the limits of their competence, work collaboratively with other professionals where appropriate, and make referrals when matters fall outside their Scope of Practice.

7. RECEIPT OF ENQUIRIES

Career advice enquiries may be received through a variety of channels, including email, telephone, the ACRP website, social media platforms, conferences and workshops, written correspondence, or direct contact with ACRP representatives. All enquiries shall be directed to the designated ACRP staff member responsible for career guidance and affiliate support.

8. ASSESSMENT OF ENQUIRIES

Upon receipt, the enquiry shall be assessed to determine:

- The nature of the request;
- The information required;
- Whether the enquiry falls within the scope of ACRP's mandate;
- Whether referral to another organisation or specialist is necessary.

9. DELIVERY OF CAREER ADVICE

Career advice may be provided through a variety of channels, including resources available on the ACRP website, conferences and workshops, mentoring programmes, email and telephone enquiries, individual consultations, as well as social media and other digital platforms.

10. RESPONSIBILITIES

10.1 ACRP

- Maintain accurate and up-to-date career information.
 - Ensure that staff and representatives providing career advice are appropriately informed regarding ACRP policies and professional requirements.
 - Regularly review career guidance materials.
 - Promote equal access to career information.
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- Maintain records of enquiries where appropriate.

10.2 Individuals Seeking Advice

- Provide accurate information where required.
- Make independent decisions based on the information received.
- Verify admission and qualification requirements with relevant institutions.

11. BENEFITS OF PROFESSIONAL REGISTRATION

Professional benefits of ACRP registration include formal professional recognition, public accountability, adherence to ethical standards, ongoing Continuing Professional Development, and opportunities to build professional networks. Registration also provides access to professional resources, mentoring opportunities, conferences and seminars, and avenues to contribute to research and professional practice. In addition, it enhances credibility with churches, employers and the public, while creating opportunities for professional leadership.

12. REFERRALS

Where an enquiry falls outside the scope of ACRP's expertise or authority, the individual may be referred to an appropriate organisation or qualified professional. Such entities may include educational institutions, the South African Qualifications Authority (SAQA), relevant Quality Councils, professional bodies, government departments, or other competent authorities. A record of the referral may be maintained for administrative purposes.

13. LIMITATIONS OF CAREER ADVICE

Career advice provided by ACRP:

- a. Is intended for informational and developmental purposes.
- b. Does not constitute legal, financial, psychological, educational admission, or employment advice.
- c. Does not guarantee admission to any educational programme.
- d. Does not guarantee professional registration, designation award, or employment.
- e. Remains subject to applicable policies, rules, qualification requirements, and assessment outcomes.

14. RECORD KEEPING

ACRP may retain records of career guidance activities, enquiries, workshops, and related engagements for the purposes of monitoring, quality assurance, and reporting, in accordance with applicable privacy legislation.

In addition, ACRP may maintain a register of career advice enquiries, which may include the date and method of the enquiry, the nature of the enquiry, the advice provided, any referrals made where applicable, and the applicable information of the individual who responded to the enquiry. All records shall be retained for a period of six (6) years.

15. MONITORING AND QUALITY ASSURANCE

The Professional Standards Committee shall periodically review:

- The number and nature of enquiries received;
- Common areas where guidance is requested;
- The effectiveness of referral processes; and
- Opportunities to improve career guidance resources and services.

Recommendations for improvement shall be submitted to the ACRP Board where necessary.

16. EFFECTIVE DATE

This Framework becomes effective on the date approved by the ACRP Board and replaces all previous versions of the framework.

Approved:

Chief Executive Officer	Signature	Date:
Dr Gerhard Botha		31 July 2026

This Policy was drafted and refined with the assistance of AI tools. All content was reviewed, edited and approved by the author to ensure compliance with applicable laws and the company's standards.