



## About the SACIA testing protocol

SACIA is a SAQA-recognised professional body which awards several designations to industry professionals working in the communications industry.

To receive a designation, candidates are required to hold an underlying qualification relevant to their professional activity. They also require several year's professional experience, and they should demonstrate their competence by providing a portfolio of evidence supporting their claimed skillset.

In addition, individuals are required to write a multiple-choice examination that tests both the breadth and depth of their knowledge.

These examinations are conducted by the SACIA Certification Council who guide and administer all aspects of our certification programme. The tests are written online at a time and place convenient to the individual member. The exam questions are constantly under review and improvement, utilizing subject matter experts under the guidance of professional exam development experts.

To maintain a professional designation, individuals need to maintain membership of the Association, and they need to participate in a programme of continuing professional development. This handbook describes all aspects of the credentialing process and assists in preparation for the exam. It contains:

- an overview of exam content (the exam content outline)
- guidelines for taking the exam
- suggested study resources
- pertinent facts about policies governing the exam

### Application and Exam Process

We offer a choice of nine Multiple choice exams – each relating to one of our professional designations.

Designation	SAQA ref	Core Competence	Questions	Examination
Certified AV Associate	594		100	AVA001
Certified AV Practitioner	595		100	AVP002
Certified AV Professional	596		100	AVP003
Certified TLE Associate	Pending		100	TLE001
Certified TLE Practitioner	Pending		100	TLE002
Certified TLE Professional	Pending	TLE Health & Safety	50	TLE003
Certified TLE Professional	Pending	TLE Video & Display	100	TLE004
Certified TLE Professional	Pending	TLE Audio	100	TLE005
Certified TLE Professional	Pending	TLE Signal Management	100	TLE006

### About the Exams

All examinations are administered using ClassMarker's secure, professional web-based testing service. There is charge of R570. (including VAT) to write the online examination – this provides access to the examination for a period of 24 hours. Payment can either be made through the SACIA

office, or online using PayPal. If you fail the exam, up to two retests are allowed within the 24-hour period without any additional charge.

The exams are accessed through the SACIA website at [www.sacia.org.za](http://www.sacia.org.za). The exam presents each question with four response alternatives (A, B, C and D). One of these represents the single best response and credit is granted only for selection of this response.

Candidates are required to answer 100 questions in 120 minutes. The exam questions are based upon a list of competencies detailed in the tables below. Questions are written in a format that evaluates a candidate's ability to perform their job tasks rather than solely based on knowledge recall or memorization of facts.

Exam questions are written by individuals certified by SACIA, or deemed subject matter experts. They are also reviewed and validated by both test development experts and other subject matter experts.

### Exam content outline – Theatre & Live Event Designations

Individuals wanting to earn a professional TLE designation are assessed on their understanding of 15 core competencies.

Competency	TLE Associate/ Practitioner	TLE Professional
		<b>Practitioner exam + Professional assessment</b>
Questions at the Associate level are designed to test an individual's broad competence, while questions at the Practitioner level explore a greater depth of knowledge.	<b>Number of questions</b>	<p>An individual applying for the CertTLE Professional designation needs to demonstrate a broad understanding of the technology used in the theatre and live events industry, as well as a deep understanding of at least one core technology. They should also demonstrate their deep understanding of safety issues related to this field, as well as the regulatory framework that applies to the theatre and live events industry. They should also have an in-depth understanding of the management and administrative functions associated with technical production in the theatre and live events sector.</p> <p>Individuals claiming a deep knowledge in (1) audio; (2) video and display; or (3) Signal Management can write the standard TLE002 exam, as well as a 100-question multiple choice exam that covers Health &amp; Safety (25 questions), Management (25 questions) and Core Competence (50 questions).</p> <p>Individuals claiming a deep competence in any other area are required to write the standard TLE002 exam, as well as a 50-question multiple choice exam (TLE003) that covers Health &amp; Safety (25 questions) and Management (25 questions). They will also be invited to engage in a "Competency Conversation" with a body of expert practitioner's active in that field.</p>
Audio	12	
AV Operations	8	
Cabling & Signal Management	6	
Display	12	
Event Power	6	
Health & Safety	6	
Laser	2	
Lighting	10	
Management	3	
Pyro	2	
RF	2	
Rigging	10	
Stage craft	6	
Temporary Structures	3	
Video	12	
<b>Total</b>	<b>100</b>	

## Exam Content Outline – Audio Visual Designations

Individuals wanting to earn a professional AV designation are assessed on their understanding of 15 core competencies.

Competency	AV Associate	AV Practitioner	AV Professional
Audio	12	12	10
AV Design			12
AV Generic	6	6	2
AV Install	6	6	6
AV operations	6	6	4
AV Project management	-	-	8
AV Troubleshooting	12	12	6
Cabling & Signal Management	12	12	6
Control Systems	6	6	2
Display	12	12	10
Health & Safety	6	6	6
Lighting	6	6	4
Management	3	3	10
Power	6	6	4
Video	10	10	10
<b>Total</b>	<b>100</b>	<b>100</b>	<b>100</b>

### Scoring process

The minimum passing score for each examination is 75%. On completion of the examination a “Pass” or “Fail” report will be issued to you. Candidates who pass the exam will be invited to apply for the relevant professional designation. In addition to their exam results, an individual will need to provide supporting documentation relating to their work experience, as well as certified copies of the qualifications, ID book, etc.

### Eligibility Requirements

#### 1 Cert AV Associate

The Associate Member should be able to demonstrate a broad understanding of the science and technology used in today’s professional AV industry.

Applicants should have an underlying NQF level 4 qualification and at least one year’s relevant work experience in the audio-visual sector. Individuals who do not have the underlying qualification can still apply for the designation but must demonstrate two year’s relevant work experience.

Individuals should also provide two testimonials from industry professionals supporting their claim of competence.

Applicants must sign the SACIA Code of Professional Conduct and undertake to maintain membership of the Association. Members who resign their membership or individuals found to be in serious breach of the Code of Professional Conduct forfeit their designation.

#### Documents required with an individual application:

- Certified copy of ID document
- Signed copy of the SACIA Code of Professional Conduct
- Certified copy of qualifications (verified by SAQA if foreign qualification)

- Two testimonials from industry professionals supporting the individual's claim of competence
- Exam results from CertTLE Associate examination
- CV demonstrating work experience
- Proof of payment of annual certification fee (R1,140. Including VAT)

## 2 Cert AV Practitioner

The practitioner should demonstrate a comprehensive understanding of the science and technology used in today's modern audio-visual industry.

Applicants should have an underlying NQF level 5 qualification and at least three year's relevant work experience in the audio-visual sector. Individuals who do not have the underlying qualification can still register for the examination but must demonstrate six year's relevant work experience. Individuals should also provide two testimonials from industry professionals supporting their claim of competence. Applicants must sign the SACIA Code of Professional Conduct and undertake to maintain membership of the Association. Members who resign their membership or individuals found to be in serious breach of the Code of Professional Conduct forfeit their designation.

### Documents required with an individual application:

- Certified copy of ID document
- Signed copy of the SACIA Code of Professional Conduct
- Certified copy of qualifications (verified by SAQA if foreign qualification)
- Two testimonial letters from industry professionals supporting the applicant's claim of competence
- Exam results from CertTLE Practitioner examination\*
- CV demonstrating work experience
- Proof of payment of annual certification fee (R1,596. Including VAT)

\*SACIA's Certified AV Practitioner designation is aligned with the InfoComm Recognised AV Technologist certificate. Individuals who have passed the IRAVT test are not required to write the SACIA CertAV Practitioner examination and may submit their InfoComm certificate in its place.

## 3 Cert AV Professional

An AV professional performs general technology solution tasks by creating, operating and servicing AV solutions, while conducting AV management activities which provide for the best audio-visual resolution of the client's needs, both on time and within budget. An individual must demonstrate both a depth and breadth of knowledge to be considered eligible for the designation.

Applicants should have an underlying NQF level 6 qualification and at least five year's relevant work experience in the audio-visual sector. Individuals who do not have the underlying qualification can still register for the examination but must demonstrate 10 year's relevant work experience.

Individuals should also provide a portfolio of evidence supporting their claim of competence. Documents that may be included within this portfolio could be magazine and newspaper articles, testimonials and letters of reference, course certificates, etc.

Applicants must sign the SACIA Code of Professional Conduct and undertake to maintain membership of the Association. Members who resign their membership or individuals found to be in serious breach of the Code of Professional Conduct forfeit their designation.

**Documents required with an individual application:**

- Certified copy of ID document
- Signed copy of the SACIA Code of Professional Conduct
- Certified copy of qualifications (verified by SAQA if foreign qualification)
- Body of evidence supporting claim of deep understanding and knowledge (could include testimonials)
- Exam results from CertTLE Professional examination\*
- CV demonstrating work experience
- Proof of payment of annual certification fee (R2,052. Including VAT)

\*SACIA's Certified AV Professional designation is aligned with the InfoComm CTS credential. Individuals who have earned the InfoComm CTS designation are not required to write the SACIA CertAV Professional examination and may submit their InfoComm certificate in its place.

**4 Cert TLE Associate**

An individual applying for the CertTLE Associate designation should be able to demonstrate a broad understanding of the technology used in the theatre and live events industry. They should also demonstrate their broad understanding of safety issues related to this field, as well as the regulatory framework that applies to the theatre and live events industry.

Applicants should have an underlying NQF level 4 qualification and at least one year's relevant work experience in the theatre and live events industry. Individuals who do not have the underlying qualification can still apply for the designation but must demonstrate 2 year's relevant work experience. Individuals should also provide two testimonial letters supporting their claim of competence.

Applicants must sign the SACIA Code of Professional Conduct and undertake to maintain membership of the Association. Members who resign their membership or individuals found to be in serious breach of the Code of Professional Conduct forfeit their designation.

**Documents required with an individual application:**

- Completed application form
- Signed copy of the SACIA Code of Professional Conduct
- Certified copy of ID document
- Certified copy of qualifications (verified by SAQA if foreign qualification)
- Two testimonial letters from recognised industry professionals supporting the individuals claim of competence.
- Exam results from CertTLE Associate examination
- CV demonstrating work experience
- Proof of payment of annual certification fee (R1,140. Including VAT)

**5 Cert TLE Practitioner**

An individual applying for the CertTLE Practitioner designation should be able to demonstrate a comprehensive understanding of the technology used in the theatre and live events industry. They should also demonstrate their comprehensive understanding of safety issues related to this field, as well as the regulatory framework that applies to the theatre and live events industry.

Applicants should have an underlying NQF level 5 qualification and at least three year's relevant work experience in the theatre and live events industry. Individuals who do not have the underlying qualification can still apply for the designation but must demonstrate six year's relevant work experience. Individuals should also provide two testimonial letters supporting their claim of competence.

Applicants must sign the SACIA Code of Professional Conduct and undertake to maintain membership of the Association. Members who resign their membership or individuals found to be in serious breach of the Code of Professional Conduct forfeit their designation.

**Documents required with an individual application:**

- Completed application form
- Signed copy of the SACIA Code of Professional Conduct
- Certified copy of ID document
- Certified copy of qualifications (verified by SAQA if foreign qualification)
- Two testimonial letters from recognised industry professionals supporting the individuals claim of competence.
- Exam results from CertTLE Practitioner examination
- CV demonstrating work experience
- Proof of payment of annual certification fee (R1,596. Including VAT)

## **6 Cert TLE Professional**

An individual applying for the CertTLE Professional designation should be able to demonstrate a deep understanding of at least one core technology used in the theatre and live events industry. They should also demonstrate their deep understanding of safety issues related to this field, as well as the regulatory framework that applies to the theatre and live events industry. They should also have an in-depth understanding of the management and administrative functions associated with technical production in the theatre and live events sector.

Applicants should have an underlying NQF level 6 qualification and at least five year's relevant work experience in the theatre or live events industry. Individuals who do not have the underlying qualification can still apply for the designation but must demonstrate 10 year's relevant work experience.

Individuals should also provide a portfolio of evidence supporting their claim of competence. Documents that may be included within this portfolio could be magazine and newspaper articles, testimonials and letters of reference, course certificates, etc.

Applicants must sign the SACIA Code of Professional Conduct and undertake to maintain membership of the Association. Members who resign their membership, or individuals found to be in serious breach of the Code of Professional Conduct forfeit their designation.

**Documents required with an individual application:**

- Completed application form
- Signed copy of the SACIA Code of Professional Conduct
- Certified copy of ID document
- Certified copy of qualifications (verified by SAQA if foreign qualification)
- Body of evidence supporting claim of deep understanding and knowledge (could include testimonials)
- Exam results from CertTLE Professional examination
- CV demonstrating work experience
- Proof of payment of annual certification fee (R2,052. Including VAT)

## **Suggested study resources**

These tests are designed to identify the breadth and depth of an individual's knowledge gained over an extended period. As such there is no single reference book that will provide all the information you need.

SACIA deliver a 3-day Certification Prep Workshop under license from InfoComm International which is designed to assist individuals prepare for the exam. The SACIA course provides a forum for people to explore a wide range of topics relevant to the AV industry, and work collaboratively, studying the exam competency areas with the help of facilitators.

The course assumes a broad understanding of core technologies (such as audio, video, signal management, display, etc...) and builds on the individual's knowledge by exploring areas such as project management, documentation, customer service, basic audio-visual design, etc. Coursework includes practice examinations and experiential learning.

For more information on this course, please visit the SACIA website at [www.sacia.org.za](http://www.sacia.org.za)

In addition, several organisations deliver training courses that have been validated against these competencies. A full list of SACIA-validated training programmes is available on the SACIA website.