**Invitation to register as a Compliance Institute volunteer:**

Dear …

Exciting times with many new initiatives underway at the Institute. Thanks to these developments, there are various volunteering opportunities to plough back your knowledge and expertise into the compliance fraternity.

**Benefits of volunteering**

* Increase your network with like-minded compliance professionals.
* Hone existing skills while learning new ones at the same time.
* Increase your marketability – the new skills that you learn can augment your CV and prospective employers can see that you are serious about your career.
* Be at the forefront of new developments in the compliance professional path and have an opportunity to influence current thinking, etc.
* It can help you to achieve personal goals such as having an impact on someone’s life, e.g. through mentoring opportunities.
* Earn verifiable CPD hours to a maximum of 8 hours per annum.

You are invited to review the volunteering opportunities and relevant criteria and to identify which are best suited to your skills, available time and personal interest. We will review all the applications and inform everyone to which volunteering vacancies they have been appointed.

We look forward to a mutually beneficial relationship and to work with you on shaping our future (or it will shape us!).

Kindly contact Annette at [education@compliancesa.com](mailto:education@compliancesa.com) to commit yourself to one or two of our volunteering opportunities below.

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| --- | --- | --- | --- | --- | --- |
|  | **Description** | **Criteria** | **Opportunities** | **Time Investment** | **Self-assessment** |
| **Compliance Mentor** | A mentor is an experienced and thoughtful leader who is committed to investing one’s time to assist in the growth and development of others. The mentor is willing to share their knowledge, experience, and wisdom and act as a guide and role model.  (10 vacancies) | * C.Prac (SA) designation | * Mentoring of young CO’s | * 2- 4 hours per session, number of sessions will depend on the individual (at least 3 sessions per annum) |  |
| **Facilitator/ trainer** | The role of a facilitator is to guide development of competency and skill sets in an individual to perform his/her tasks effectively and efficiently in the work place.  (2 vacancies) | * CPrac (SA) designation * At least 5 years of relevant compliance experience * Previous compliance training experience | * Facilitator of the Institute’s inhouse training programmes * Work experience labs | * Ranges from 3 – 8 hours per work experience lab and training sessions respectively. |  |
| **Compliance Assessor** | Competence assessment is a process in which evidence is gathered by the assessor and evaluated against agreed criteria in order to make a judgement of competence.  (5 vacancies) | * CPrac (SA) designation * Must have completed an assessor programme (highly recommended) | * Marking of Board exams, * Assessment of work experience | * Range from 45 minutes to 1 hour per exam paper * Work experience assessment 1 – 3 hours assessment |  |
| **Work group/ committee specialist** | A working group or committee is a group of experts working together to achieve specified goals. The groups focus on specific discussions or activities around a specific subject area. | * Member of the Compliance Institute * Knowledgeable about the relevant subject area | * Youth Open Day (10 vacancies) * Conference work group (5 vacancies) * Awards and recognition work group (5 vacancies)      * Future Forum (6 vacancies) * Public sector work group (5 vacancies) * Data privacy and protection Forum (6 vacancies) | * 4 sessions a year for 2 hours |  |

**Application information:**

|  |  |  |
| --- | --- | --- |
| **Full name** |  | |
| **I am interested to be a volunteer for:** | Compliance Mentor |  |
|  | Facilitator/ trainer |  |
|  | Compliance Assessor |  |
|  | Work group/ committee specialist |  |
| **Short motivation for volunteer role** |  | |

**Kindly attached your Curriculum Vitae**