



2016

# MEMBERSHIP INFORMATION



CAPES SECRETARIAT

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## About CAPES

The Confederation of Associations in the Private Employment Sector (CAPES) is an umbrella body, formed in 2002, when the need for a unified voice for the South African staffing industry became apparent.

CAPES was created specifically to act as the lobbying organisation for the four primary staffing associations, that represent thousands of SME staffing businesses, and several of South Africa's largest corporate staffing companies, and is the single voice for the industry.

CAPES, as a member of Business Unity South Africa (BUSA), has been at the forefront of the negotiations in respect to the staffing industry (since 2006) and extensively during the current broad labour law review.

### CAPES in a nutshell:

- Represents more than 1200 independent staffing businesses across all major sectors;
- Represents in excess of 10 000 employees;
- Represents a daily average of over 800 000 temp workers;
- Through its largest member association, APSO, is affiliated to the World Employment Confederation

CAPES has formalised its relationships with various institutions and associations and these include:

- Membership of Business Unity South Africa (BUSA)
- Membership of Black Business Council (BBC)
- Direct representation at NEDLAC, via BUSA
- Seat on the Employment Equity Commission (EEC)
- Seat on the Employment Conditions Commission (ECC)
- Engagement with Department of Labour and other Ministries
- Relationships with a number of unions including MOU with FEDUSA
- Engagement at the International Labour Organisation (ILO)
- Engagement at Bargaining Councils
- Membership with primarily the Services SETA

For more information, visit [www.capes.org.za](http://www.capes.org.za)

## Secretariat

Address: Isando Business Park  
Cnr Gewel & Hulley Roads  
Isando, JHB

Email: [info@capes.org.za](mailto:info@capes.org.za)

Website: [www.capes.org.za](http://www.capes.org.za)

PR Enquiries: Natalie Singer  
  
pr@capes.org.za

## Benefits of Joining CAPES

- Access to first-hand information and updates pertaining to the regulatory environment and other industry-related matters, i.e. litigation re Bargaining Councils etc.
- Seat on the CAPES Executive Committee (voting rights) and ability to attend monthly meeting held in Sandton affording you the opportunity to directly influence major issues affecting the staffing sector
- Access to general advice/guidance and resources from CAPES Secretariat including CAPES Chief Operating Officer, Jonathan Goldberg
- Access to the CAPES Provident Fund. This retirement scheme was set up specifically to offer affordable, accessible and transferable retirement savings for temp workers and those permanently employed within the staffing sector (for more information please see attached brochure)
- Regular email correspondence from CAPES Secretariat
- A membership certificate will be provided to you

## Membership Criteria (Eligibility)

- You must be a registered Private Employment Agency/Temporary Employment Service with the Department of Labour and be in possession of a valid PEA certificate.
- You must belong to one of the four CAPES associations (for info contained herein), your choice and based on your line of staffing business and ability to meet their compliance criteria:
  - Federation of African Professional Staffing Organisations (APSO) [www.apsso.co.za](http://www.apsso.co.za)
  - Constructional Engineering Association – Labour Broking Division (CEA-LBD) [www.cea.co.za](http://www.cea.co.za)
  - Information Technology Association (ITA) [www.ita.org.za](http://www.ita.org.za)
  - Allied Nursing Agencies of South Africa (ANASA) [www.anasa.org.za](http://www.anasa.org.za)
- You must be registered with, and in good standing in respect to all statutory obligations/bargaining councils etc, whichever are appropriate to your line of business
- You must commit to working in accordance to the CAPES Code of Conduct (see attached)

It should be noted that you will also receive regular updates from your chosen association, i.e. APSO, and that they will attend CAPES meetings on your behalf and give feedback to all members. This level of representation at CAPES is inclusive in the annual membership fee payable to APSO, for example.

## Fees

Membership fees are payable to the association you choose to join (as above) and will entitle you to all the benefits/services afforded to that association's members (see their websites for more detailed information)

CAPES fees are paid on the basis of a Temp Levy, **calculated at 0.1% of monthly temp payroll** (managed by monthly submission in line with your EMP201 submission process) or alternatively R10 000 per month.

Should you require any further information or wish to seek clarity on anything related to fees, please do not hesitate to give our Secretariat a call.

## Association Members

### Federation of African Professional Staffing Organisations (APSO)

The Federation of African Professional Staffing Organisations (APSO) has, since its inception in 1977, worked towards the professionalisation and regulation of the labour recruitment industry in South Africa. Although APSO membership is voluntary, for the past three decades, all of our members have subscribed to strict self-regulatory practices including:

- Full legal compliance;
- Adherence to the comprehensive Code of Ethical & Professional Practice;
- Professional certification of individual recruitment practitioners; and
- Continuous engagement with various key stakeholders, including SSETA, unions etc.

As a member of the International Confederation of Private Employment Agencies (CIETT), APSO is well positioned to ensure that global best practice standards are achieved within the South African context. APSO holds the Africa / Near East seat on the CIETT council and participates actively in various CIETT initiatives.

In September 2013, APSO was formally recognised as the professional body for the staffing industry by South African Qualifications Authority (SAQA) and is responsible for the registration and management of three professional designations for the industry, namely Individual Staffing Practitioner (ISP), Individual Staffing Professional (ISPr) and Individual Staffing Master (ISM).

APSO currently has an agency membership base in excess of 700 individual companies representing more than 1100 offices across South Africa. The scope of membership is vast and incorporates the large corporate players and small business (80% are SME). APSO members operate across the broad spectrum of the labour recruitment industry – permanent placements, executive search, ad response handling, temporary employment services, and outsourcing. With individual professional registration formally launched in March 2014 APSO expects to have many hundreds of individuals registered in due course.

For more information, visit [www.apso.co.za](http://www.apso.co.za)

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### Allied Nursing Association of South Africa (ANASA)

The Association of Nursing Agencies of South Africa (ANASA) was founded on 23 November 1994 under the auspices of the then South African Nursing Association. Recently, as a way of aligning with the National Health Act of 2004, ANASA changed its acronym to mean the Allied Nursing Association of South Africa, embracing not only nursing agencies but the country's entire healthcare recruitment sector.

For nearly two decades ANASA has played an integral role in improving the South African Healthcare industry, providing healthcare recruitment agencies with a unified voice, building powerful allies in order to assist in positively transforming the South African healthcare environment.

The ANASA Code of Ethics which through the membership of Ethics SA creates an ideal platform for a unified ethical subscription of members. This translates into adherence of the Scope of Practice of various categories of nursing personnel, cognisance of the fair practice procedures in disciplinary and grievance procedures which results in good business governance.

The current ANASA membership consists of 21 healthcare agencies with numerous branches and thus the interest and commitment of members contributes to ANASA's national footprint.

ANASA has successfully negotiated a competitive professional indemnity product for all healthcare personnel working in the litigious environment of healthcare. Additional benefits include access to the CAPES provident fund as well as the proposed CAPES medical aid. ANASA has also participated in the development of the healthcare model for ESCI specific to the education and training of specialized recruitment consultants and managers.

For more information, visit [www.anasa.org.za](http://www.anasa.org.za)

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### **Constructional Engineering Association (CEA)**

The CEA is made up of employers engaged in the construction engineering industry, operating in the structural, mechanical, electrical, instrumentation, piping and project management fields. The majority of companies who are involved largely in construction and fabrication rely on flexible workforce arrangements, most often managed by labour broker service providers.

As a result of the need for the stakeholders to work together as partners to ensure the success of these projects, the CEA set up two active divisions: the Labour Broking Division and the Temporary Employment Services Division. The CEA is actively involved in ensuring compliance and enforcement of the bargaining council agreements and other sectoral determinations.

The association has close ties to the SA Institute of Steel Construction and the SA Institute of Welding.

For more information, visit [www.seifsa.org.za](http://www.seifsa.org.za)

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### **Information Technology Association (ITA)**

The Information Technology Association of South Africa (ITA), was founded in 1934, and merged with the IT Users Council in mid-2000, is the official trade and employer body of the Information Technology Industry in South Africa. The ITA represents companies concerned with the supply of information technology equipment, systems, software and services.

The ITA operates through an elected Management (MANCO) and Executive Council (EXCO) with three specialist sector divisions:

- Information Technology Users Council (ITUC).
- Recruitment Consultancy Services Group (ITARCS).
- Payroll Authors Group (PAG).
- ITA Producer Environmental Group (ITAPEG)

For more information, visit [www.ita.org.za](http://www.ita.org.za)