



COMENSA
COACHES AND MENTORS OF SOUTH AFRICA

Policy and Criteria that defines membership in terms of Designated and Non-Designated Members of COMENSA as required by Section 28.i.ii of the South African Qualifications Authority Policy and Criteria for Recognising a Professional Body and registering a Professional Designation for the Purposes of the National Qualifications Framework Act, Act 67 of 2008, as amended September 2020.

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Foreword

Professional bodies such as Coaches and Mentors of South Africa (COMENSA) have a critical role in quality assurance and standards development in the South Africa National Qualifications Framework (NQF) environment. Professional bodies, and the registration of their designations, contribute to strengthening social responsiveness and accountability within professions and promoting pride in association for all professions and occupations.

Redress is also a key imperative in the South African policy and regulatory environment. It is critical that perceptions of exclusionary practices be addressed upfront and that professions do not apply unjust policies and practices regarding who gains access to a profession.

COMENSA is proud to be working with the custodian of the NQF, the South African Qualifications Authority (SAQA) to make sure that all South Africans benefit from the professional development.

Signed on this 14th Day November 2022



Andre Retief
COMENSA Board Member & MCSC Chairperson

Definitions

1. This policy ascribes to the definitions of acronyms and terms as found in:
 - The Standard Glossary of Acronyms and Terms utilised by Membership Criteria and Standards of Competence Portfolio Committee (MCSC); and
 - The SAQA Policy and Criteria for Recognising a Professional Body and registering a Professional Designation.

Purpose

2. This policy establishes the criteria that COMENSA uses to determine Designated and Non-Designated Membership Categories and Costs associated with each category.

Introduction and Background

3. COMENSA is a Professional Body recognised by SAQA in terms of its Policy and Criteria for Recognising a Professional Body and Registering Professional Designations.
4. COMENSA has registered Professional Designations for Coaches and Mentors with SAQA in terms of Policy and Criteria for Recognising a Professional Body and Registering Professional Designations.
5. The SAQA Policy and Criteria for Recognising a Professional Body and Registering Professional Designations requires a Professional Body to have policy and criteria to develop, award, monitor and revoke its professional designations in terms of its own rules, legislation and/or international conventions.

Objectives

6. The objectives of this policy and criteria are to:
 - 6.1 Advance the objectives of the NQF.
 - 6.2 Promote the public understanding and trust in coaching and mentoring.
 - 6.3 Promote coaching and mentoring as professional career paths in their own right.
 - 6.4 Promote coaching and mentoring as critical skills for leaders, managers, education and training development professionals as well as subject matter experts.
 - 6.5 Enable social responsibility, accountability and pride within the coaching and mentoring profession.
 - 6.6 Contribute towards the growth and sustainability of coaching and mentoring across all professions.
 - 6.7 Enable the protection of the public from malpractice within coaching and the mentoring practices.
 - 6.8 Continuously improve the quality of coaching and mentoring in line with global best practice.

Scope

7. This policy and criteria applies to:
 - 7.1 All persons and/or enterprises that wish to become members of COMENSA.
 - 7.2 All Designated and Non-Designated members of COMENSA.
 - 7.3 All office bearers of COMENSA who perform functions with associated Membership processes.
 - 7.4 All persons appointed by COMENSA who perform functions associated with Membership processes.

Benefits & Value of Membership

8. Being an active member of COMENSA has numerous benefits and value that includes but is not limited to:
 - 8.1 Associated with an official nationally recognised professional body;
 - 8.2 Associated with a formal code of ethics and conduct;
 - 8.3 Associated with a formal behavioural standards framework;
 - 8.4 Access to professional, active and committed support structures;
 - 8.5 Access to a network of fellow professionals for work and development opportunities;
 - 8.6 An integral part of a unified voice for coaching and mentoring in South Africa;
 - 8.7 Lifelong Learning and Development through Continuous Professional Development;

Most importantly being a COMENSA Member gives a person access to a professional designation that allows a person to be formally registered as a member of a Profession, defined by SAQA as “A *disciplined group of individuals who adhere to ethical standards enforced by the profession and who hold themselves out as, and are accepted by the public as possessing specialised skills and knowledge in a widely recognised body of learning derived from research, education and training at a high level, and who are prepared to apply this knowledge and exercise these skills in the interest of others.*”

Membership Categories and Criteria

9. COMENSA has Six (6) Membership Categories:
 - 9.1 **Category 1 - Student Member**
 - 9.1.1 Any person registered on relevant coach and/or mentor training programme.
 - 9.1.2 Includes all individuals that may be employed by an enterprise that pays COMENSA Membership Fees on behalf of the individual.
 - 9.1.3 Membership limited to a maximum of 3 consecutive years or until registration terminated.
 - 9.1.4 No Voting Rights.
 - 9.2 **Category 2 - Ordinary Member**
 - 9.2.1 Any person Practicing as a Coach or Mentor internally or externally.
 - 9.2.2 Includes all individuals that may be employed by an enterprise that pays COMENSA Membership Fees on behalf of the individual.
 - 9.2.3 Membership valid for a twelve-month period from date of payment of fees or until registration terminated.
 - 9.2.4 Voting Rights.
 - 9.3 **Category 3 – Designated Coach**
 - 9.3.1 Any person that has successfully complied with all the requirements of the COMENSA Credentialing Policy and Criteria and has been formally credentialed as a:
 - CCC = COMENSA Credentialed Coach, Designation Level 1; or
 - CSC = COMENSA Senior Coach, Designation Level 2; or
 - CMC = COMENSA Master Coach, Designation Level 3.
 - 9.3.2 Includes all individuals that may be employed by an enterprise that pays COMENSA Membership Fees on behalf of the individual.
 - 9.3.3 Membership valid for a twelve-month period from date of payment of fees or until registration terminated.
 - 9.3.4 Voting Rights.

9.4 Category 4 – **Designated Mentor**

- 9.4.1 Any person that has successfully complied with all the requirements of the COMENSA Credentialing Policy and Criteria and has been formally credentialed as a:
 - CCM = COMENSA Credentialed Mentor, Designation Level 1; or
 - CSM = COMENSA Senior Mentor, Designation Level 2; or
 - CMM = COMENSA Master Mentor, Designation Level 3 revised.
- 9.4.2 Includes all individuals that may be employed by an enterprise that pays COMENSA Membership Fees on behalf of the individual.
- 9.4.3 Membership valid for a twelve-month period from date of payment of fees or until registration terminated.
- 9.4.4 Voting Rights.

9.5 Category 5 – **Corporate Member**

- 9.5.1 Any organisation that pays for its employees to be Members of COMENSA. This category is further split into two sub categories:
 - 9.5.1.1 Coaching and/or Mentoring Corporates that are organisations that are in the business of offering coaching and mentoring services.
 - 9.5.1.2 Non- Coaching and/or Mentoring Corporates that are organisations that have internal coaches and/or mentors working for them.
- 9.5.2 No Voting Rights.

9.6 Category 6 – **Honorary Member**

- 9.6.1 Any person recognised by the COMENSA Board as having rendered distinguished or exceptional services to COMENSA;
- 9.6.2 Such a person may or may not be practicing as a Coach or Mentor internally or externally
- 9.6.3 Membership valid for a twelve month period from date of payment of fees or until registration terminated.
- 9.6.4 Voting Rights.

Membership Category Associated Costs

10. Membership Category Associated Costs are detailed in **Annexure A** to this Policy and Criteria.

11. **Annexure A** may be adjusted at any point in time by the COMENSA Board.

Membership Application, Approval and Certification

12. Any person may apply for any Membership Category by completing the online application form at <https://member.comensa.org.za/membership>.

13. Subject to complying with all relevant criteria and approval by the COMENSA, a person will be issued with a Digital Membership Certificate that includes:

- 13.1 Member Name and Surname
- 13.2 Member Organisation Name.
- 13.3 Member Category.
- 13.4 Membership Number.
- 13.5 Start and End Date of Membership.

Membership Monitoring and Reporting

14. COMENSA will monitor and report on:

- 14.1 All designated members to SAQA as required by Section 28.j of the SAQA Policy and Criteria for Recognising a Professional Body and Registering Professional Designations.
- 14.2 All members in all categories at an aggregated level at the COMENSA Annual General Meeting.

Membership Approval Revoking

- 15. COMENSA will revoke in writing the approval of any member should the member no longer meet the criteria against which membership was approved.
- 16. Any member that has their membership revoked has the right to appeal to the COMENSA Board within a period not exceeding thirty (30) working days from date of notification.
- 17. Subject to the outcome of an appeal process if instituted, the decision of COMENSA Board will be final, subject only to further legal processes at the costs of the member.

Roles and Responsibilities

18. The COMENSA Board will:

- 18.1 Approve this Policy and Criteria.
- 18.2 Manage Membership Revoking Appeal Processes

19. The Member Criteria and Standards of Competence Portfolio Committee (MCSC) will

- 19.1 Develop, review and maintain this Policy and Criteria.
- 19.2 Manage Membership Evaluation and Approval Processes.
- 19.3 Approve Memberships
- 19.4 Recommend to the Board Revoking of Membership Approval.

Policy and Criteria Implementation and Review

- 20. This policy and criteria comes into effect on the date of signature by the Vice President of COMENSA.
- 21. This policy and criteria will be reviewed procedurally annually.

Legislation, Regulations, Policies and Guidelines applicable to this Policy and Criteria

22. The following have applicability in the whole or in part:

- 22.1 The Constitution of South Africa, Act 108 of 1996
- 22.2 The National Qualifications Framework Act, Act 67 of 2008
- 22.3 The Protection of Personal Information Act, Act of 4 of 2013
- 22.4 SAQA Policy and Criteria for Recognising a Professional Body & Registering a Professional Designation.
- 22.5 The COMENSA Policy and Criteria for Credentialing and Online Application.

Annexure A - Membership Category Associated Costs

With effect 1 January 2022 the following Categories and Costs will be applicable:

Category Type	Member Type	Description or Designation	Voting Rights	Associated Costs Excluding VAT at 15%	Associated Costs Including VAT at 15%
Non-Designated	Student Member	Student	No	Annual Membership Fee = R321.00	Annual Membership Fee = R369.15
Non-Designated	Ordinary Member	Member	Yes	Once Off Joining Fee = R720.00 Annual Membership Fee = R1 348.20	Once Off Joining Fee = R828.00 Annual Membership Fee = R1 550.43
Designated	Credentialed Member	Designated Coach as: CCC or CSC or CMC.	Yes	Annual Membership Fee = R1 348.20 First Credentialing Fee Face to Face = R 3 850.00 First Credentialing Fee Online = R 2 350.00 Credential Renewal at Same Level = R 1 000.00 ➤ Required every 3 Years	Annual Membership Fee = R1 550.43 First Credentialing Fee Face to Face = R 4 427.50 First Credentialing Fee Online = R 2 702.50 Credential Renewal at Same Level = R 1 150.00 ➤ Required every 3 Years
Designated	Credentialed Member	Designated Mentor as: CCM or CSM or CMM	Yes	Re-Credential at Higher Level Face to Face = R 3 850.00 Re-Credential at Higher Level Online= R 2 350.00 ➤ Apply at Any Time	Re-Credential at Higher Level Face to Face = R 4 427.50 Re-Credential at Higher Level Online= R 2 702.50.00 ➤ Apply at Any Time
Non-Designated	Coaching and/or Mentoring Corporate	Organisations that offer coaching and mentoring services	No	Once Off Joining Fee = R720.00 Annual Membership Fee = R1 926.00	Once Off Joining Fee = R828.00 Annual Membership Fee = R2 214.90
Non-Designated	Non- Coaching and/or Mentoring Corporate	Organisations that have internal coaches and/or mentors working for them.	No	Once Off Joining Fee = R720.00 Annual Membership Fee = R1 926.00	Once Off Joining Fee = R828.00 Annual Membership Fee = R2 214.90
Designated or Non Designated	Honorary Member	May also be a Credentialed Member.	Yes	Discount of 50% on all COMENSA Fees	Discount of 50% on all COMENSA Fees