



**COMENSA**  
COACHES AND MENTORS OF SOUTH AFRICA

Policy and Criteria for the approval of Training Provider Programmes by COMENSA that enables COMENSA Members to meet training criteria to achieve SAQA registered professional designations for Coaches and Mentors.

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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. This policy and criteria document allows for all public and training providers to support COMENSA in their role as a Professional Body by submitting their programmes to COMENSA for formal evaluation and possible approval within three specific categories.

Signed on this 31<sup>st</sup> day of March 2023



Vice President

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## 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 which COMENSA uses to evaluate and approve coaching and mentoring training programmes.

## 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.
6. This Training Programme Policy and Criteria supports the COMENSA policy and criteria to develop, award, monitor and revoke its professional designations, also known as the COMENSA Credentialing Policy and Criteria.

## Objectives

7. The objectives of this policy and criteria are to:
  - 7.1 Advance the objectives of the NQF.
  - 7.2 Promote the public understanding and trust in coaching and mentoring.
  - 7.3 Promote coaching and mentoring as professional career paths in their own right.
  - 7.4 Promote coaching and mentoring as critical skills for leaders, managers, education and training development professionals as well as subject matter experts.
  - 7.5 Promote the development of quality coaching and mentoring training programmes.
  - 7.6 Promote the development and registration of coaching and mentoring programmes on the National Qualifications Framework and/or any of the three national sub-Frameworks.
  - 7.7 Promote the accreditation of public or private providers to offer coaching and/or mentoring programmes registered on National Qualifications Framework and/or any of the three national sub-Frameworks.
  - 7.8 Enable social responsibility, accountability and pride within the coaching and mentoring profession.
  - 7.9 Promote a gold standard of coaching and mentoring in process, skills, understanding and tools/techniques.
  - 7.10 Contribute towards the growth and sustainability of coaching and mentoring across all professions.
  - 7.11 Enable the protection of the public from malpractice within coaching and the mentoring practices.
  - 7.12 Continuously improve the quality of coaching and mentoring in line with global best practice.

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## Scope

8. This policy and criteria apply to:
  - 8.1 All training providers that apply to COMENSA for evaluation and approval of their coaching and/or mentoring training programmes.
  - 8.2 All office bearers of COMENSA who perform functions associated with the evaluation and approval of coaching and/or mentoring training programmes.
  - 8.3 All persons appointed by COMENSA who perform functions associated with the evaluation and approval of coaching and/or mentoring training programmes.

## Benefits & Value of Approved Training Provider Programmes

9. The approval of training provider programmes by COMENSA has numerous benefits and value that includes but is not limited to:
  - 9.1 A programme is associated with an official nationally recognised professional body;
  - 9.2 A programme is aligned to a formal behavioural standards framework;
  - 9.3 Members of the public are assured of a quality programme that complies with national set of standards.
  - 9.4 Providers have an option of delivering a quality programme with or without complying with formal national quality council accreditation requirements.
  - 9.5 Providers can add value to their client offering by allowing them to undergo an “in-programme” evaluation process that negates the need for evaluation during the actual credentialing process.

Most importantly through a COMENSA approved training provider programmes, a person has access to qualifying for 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.*”

## Training Programme Categories

10. COMENSA approves three categories of training provider programmes
  - 10.1 Gold Status Programmes
  - 10.2 Silver Status Programmes
  - 10.3 Bronze Status Programmes

## Training Programme Category Criteria

### 11. Gold Status Programme

- 11.1 Has Accreditation from a South African Quality Council directly or by delegation with Learning Programme approval for a programme with not less than 5 Credits directly relevant to coaching or mentoring; and
- 11.2 Provides training that aligns to all of the COMENSA Behavioural Standards Framework to enable the learner's credentialling; and
- 11.3 Have two COMENSA trained Evaluators, who has to be credentialed as a Coach or a Mentor (hold a designation) to be able to evaluate on the same level or lower than the designation held.
- 11.4 Ensures that a learner is evaluated against all of the COMENSA Behavioural Standards Framework that allows the waiver of the first-time credentialing evaluation and fee.

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## 12. Silver Status Programme

- 12.1 Provides training that aligns to the relevant COMENSA Behavioural Standards Framework to enable the learner's credentialling; and
- 12.2 Have two COMENSA trained Evaluators, who has to be credentialed as a Coach or a Mentor (hold a designation) to be able to evaluate on the same level or lower than the designation held.
- 12.3 Ensures that a learner is evaluated against all of the COMENSA Behavioural Standards Framework that allows the waiver of the first-time credentialing evaluation and fee.

## 13. Bronze Status Programme

- 13.1 Provides programmes, workshops or resources for Continuous Professional Development for Coaches and Mentors.

### **Training Programme Approval Period**

- 14. All training programmes will be valid for three calendar years from date of approval.
- 15. All Training providers must apply for re-evaluation at least three months before the expiry date of their programme approval date.

### **Training Programme Approval Application**

- 16. Any training provider may apply to COMENSA to have their training programme evaluated or re-evaluated for possible programme approval by completing the online application found under List your Programme under <https://www.comensa.org.za/training-provider-programme/>.

### **Training Programme Approval Costs**

- 17. Training Programme Approval Costs are detailed in **Annexure A** to this Policy and Criteria.
- 18. **Annexure A** may be adjusted at any point in time by the COMENSA Board

### **Training Programme Monitoring and Reporting**

- 19. COMENSA will monitor and report on:
  - 19.1 Approval of Training Provider Programmes.
  - 19.2 Revoking of Training Provider Programmes.

### **Training Programme Certification**

- 20. A Training Provider that complies with criteria will be issued with a COMENSA Training Programme Approval Certificate signed by the MCSC Chairpersons that indicates:
  - 20.1 Training Provider Organisation Name.
  - 20.2 Training Programme Name and Description.
  - 20.3 Programme Approval Category and relevant Logo.

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- 20.4 COMENSA Programme Registration Number.
  - 20.5 Start and End Date of Programme Approval.
  - 20.6 Date that programme must be re-submitted for re-evaluation.

### **Training Programme Marketing**

- 21. The Training provider may market a COMENSA approved programme on all of its digital or non-digital platforms and processes subject to approval not having been revoked by COMENSA.

### **Training Programme Approval Revoking**

- 22. COMENSA will revoke in writing the approval of a training programme should the programme no longer meet the criteria against which the programme was approved.
- 23. Any training provider that has their programme approval revoked has the right to appeal to the COMENSA Board within a period not exceeding thirty (30) working days from date of notification.
- 24. 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 training provider.

### **Roles and Responsibilities of Key Role Players**

- 25. The COMENSA Board will:
  - 25.1 Approve this Policy and Criteria.
  - 25.2 Revoke Training Programmes
  - 25.3 Manage Training Programme Approval Appeal Process
- 26. The Membership Criteria and Standards of Competence Portfolio Committee (MCSC) will
  - 26.1 Develop, review and maintain this Policy and Criteria.
  - 26.2 Manage Training Provider Programme Evaluation and Approval Processes.
  - 26.3 Approve Training Programmes
  - 26.4 Recommend to the Board Revoking of Training Provider Approval.

### **Policy and Criteria Implementation and Review**

- 27. This policy and criteria comes into effect on the date of signature.
- 28. This policy and criteria will be reviewed procedurally annually.

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

- 29. The following have applicability in the whole or in part:
  - 29.1 The Constitution of South Africa, Act 108 of 1996
  - 29.2 The National Qualifications Framework Act, Act 67 of 2008
  - 29.3 The Protection of Personal Information Act, Act of 4 of 2013
  - 29.4 SAQA Policy and Criteria for Recognising a Professional Body & Registering a Professional Designation.
  - 29.5 The Accreditation Policies, Criteria and Processes of Quality Councils in South Africa.
  - 29.6 The COMENSA Policy and Criteria for Credentialing and Online Application.

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- 29.7 The COMENSA Policy and Criteria for Training Provider Programmes and Online Application.
- 29.8 The COMENSA Policy and Criteria for Recognition of Prior Learning and Online Application.



## Annexure A - Training Programme Evaluation and Approval Costs

**The COMENSA Logo and Certificate at all times applies to a Specific and Relevant Coaching and/or Mentoring Programme AND NOT the Provider**

With effect 1 January 2022 the following costs will be applicable:

Application Type	Programme Category	Fees Excluding VAT @ 15%	Fees Including VAT @ 15%
First Application	All Categories: Gold or Silver or Bronze	No Annual Joining Fee as Provider does not need to be a Member of COMENSA Evaluation Fee = R 3 600.00	No Annual Joining Fee as Provider does not need to be a Member of COMENSA Evaluation Fee = R 4 140.00
Second or any subsequent applications	All Categories: Gold or Silver or Bronze	No Annual Joining Fee as Provider does not need to be a Member of COMENSA Evaluation Fee = R 2 500.00	No Annual Joining Fee as Provider does not need to be a Member of COMENSA Evaluation Fee = R 2 875.00
Re-Evaluation Application	All Categories: Gold or Silver or Bronze	No Annual Joining Fee as Provider does not need to be a Member of COMENSA Evaluation Fee = R 2 500.00	No Annual Joining Fee as Provider does not need to be a Member of COMENSA Evaluation Fee = R 2 875.00
Evaluator Training	Gold or Silver	No Annual Joining Fee as Provider does not need to be a Member of COMENSA First Time Training Fee = R 2 600.00 Refresher Training Fee = R 640.00	No Annual Joining Fee as Provider does not need to be a Member of COMENSA First Time Training Fee = R 2 990.00 Refresher Training Fee = R 736.00