



Policy and Criteria for the approval of Training Provider Programmes approved by COMENSA to achieve SAQA Recognised professional designations for Coaches and Mentors.

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## TABLE OF CONTENTS

Foreword..	3
Definitions	4
Purpose	4
Introduction and Background	4
Objectives	4
Scope	4
Training Programme Categories	5
Training Programme Category Criteria	5
Training Programme Approval Period	5
Training Programme Approval Application	5
Training Programme Approval Costs	5
Training Programme Monitoring and Reporting ...	6
Training Programme Certification	6
Training Programme Marketing	6
Training Programme Revoking	6
Roles and Responsibilities of Key Role Players	6
Policy and Criteria Implementation and Review.....	7
Legislation, Regulations, Policies and Guidelines applicable to this Policy and Criteria	7

### **Annexure A - Training Programme Evaluation and Approval Costs**

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## Foreword

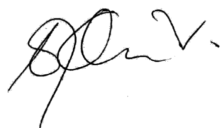
Professional bodies such as Coaches and Mentors of South Africa (COMENSA) have a critical role in quality assurance and standards development in the South Africa National Qualifications Framework (NQF) environment. Professional bodies, and the registration of their designations, contribute to strengthening 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 1st day of February 2021

Colleen Qvist  
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 in 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 Enable social responsibility, accountability and pride within the coaching and mentoring profession.
  - 7.6 Promote a gold standard of coaching and mentoring in process, skills, understanding and tools/techniques.
  - 7.7 Contribute towards the growth and sustainability of coaching and mentoring across all professions.
  - 7.8 Enable the protection of the public from malpractice within coaching and the mentoring practices.
  - 7.9 Continuously improve the quality of coaching and mentoring in line with global best practice.

## Scope

8. This policy and criteria applies to:
  - 8.1 All training providers that apply to COMENSA for evaluation and approval of their coaching and/or mentoring training programmes.

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- 8.2 All office bearers of COMENSA who perform functions associated with the evaluation and approval of their coaching and/or mentoring training programmes.
  - 8.3 All persons appointed by COMENSA who perform functions associated with the evaluation and approval of their coaching and/or mentoring training programmes.

### **Training Programme Categories**

9. COMENSA approves three categories of training provider programmes
  - 9.1 Gold Status Programmes
  - 9.2 Silver Status Programmes
  - 9.3 Bronze Status Programmes

### **Training Programme Category Criteria**

#### **10. Gold Status Programme**

- 10.1 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
- 10.2 Provides training that aligns to the relevant COMENSA Behavioural Standards Framework to enable the learner's credentialling; and
- 10.3 Has qualified assessors, at least one of whom must be a COMENSA trained Evaluator.
- 10.4** Ensures that a learner is evaluated against the relevant COMENSA Behavioural Standards Framework that allows the waiver of the first-time credentialling evaluation and fee.

#### **11. Silver Status Programme**

- 11.1 Provides training that aligns to the relevant COMENSA Behavioural Standards Framework to enable the learner's credentialling; and
- 11.2 Has two COMENSA trained Evaluators.
- 11.3** Ensures that a learner is evaluated against the relevant COMENSA Behavioural Standards Framework that allows the waiver of the first-time credentialling evaluation and fee.

#### **12. Bronze Status Programme**

- 12.1 Provides programmes, workshops or resources for Continuous Professional Development of COMENSA Members.

### **Training Programme Approval Period**

13. All training programme will be valid for three calendar years from date of approval.
- 14.** 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**

15. 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 form at [https://member.comensa.org.za/training\\_programme\\_approval](https://member.comensa.org.za/training_programme_approval)

### **Training Programme Approval Costs**

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

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

18. COMENSA will monitor and report on:
  - 18.1 Approval of Training Provider Programmes.
  - 18.2 Revoking of Training Provider Programmes.

### **Training Programme Certification**

19. A Training Provider that complies with criteria will be issued with a COMENSA Training Programme Approval Certificate signed by the MCSC Chairpersons that indicates:
  - 19.1 Training Provider Organisation Name.
  - 19.2 Training Programme Name and Description.
  - 19.3 Programme Approval Category and relevant Logo.
  - 19.4 COMENSA Programme Registration Number.
  - 19.5 Start and End Date of Programme Approval.
  - 19.6 Date that programme must be re-submitted for re-evaluation.

### **Training Programme Marketing**

20. 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**

21. 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.
22. 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.
23. 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**

24. The COMENSA Board will:
  - 24.1 Approve this Policy and Criteria.
  - 24.2 Revoke Training Programmes
  - 24.3 Manage Training Programme Approval Appeal Process
25. The Membership Criteria and Standards of Competence Portfolio Committee (MCSC) will
  - 25.1 Develop, review and maintain this Policy and Criteria.
  - 25.2 Manage Training Provider Programme Evaluation and Approval Processes.

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25.3 Approve Training Programmes

25.4 Recommend to the Board Revoking of Training Provider Approval.

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

26. This policy and criteria comes into effect on the date of signature by the Vice President of COMENSA.

27. This policy and criteria will be reviewed procedurally annually.

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

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

28.1 The Constitution of South Africa, Act 108 of 1996

28.2 The National Qualifications Framework Act, Act 67 of 2008

28.3 The Protection of Personal Information Act, Act of 4 of 2013

28.4 SAQA Policy and Criteria for Recognising a Professional Body & Registering a Professional Designation.

28.5 The Accreditation Policies, Criteria and Processes of Quality Councils in South Africa.

28.6 The COMENSA Policy and Criteria for Credentialing and Online Application.

28.7 The COMENSA Policy and Criteria for Training Provider Programmes and Online Application.

28.8 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 2021 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
Transitional Application For existing COMENSA Providers. <b>Valid until 30 September 2021 Only.</b>	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 960.00 Registered or Recognised Provider First Programme = No Charge. Subsequent Programme R 2 500.00 Other Providers: First Programme = R 960.00. Subsequent Programme R 2 500.00	No Annual Joining Fee as Provider does not need to be a Member of COMENSA Evaluation Fee = R 1 104.00
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	No Annual Joining Fee as Provider does not need to be a Member of COMENSA First Time Training Fee = R 2 990.00



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		Refresher Training Fee = R 640.00	Refresher Training Fee = R 736.00
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