



Policy and Criteria for Continuing Professional Development for Coaches and Mentors as required by Section 28.h.iii of the South African Qualifications Authority Policy and Criteria for Recognizing a Professional Body and registering a Professional Designation for the Purposes of the National Qualifications Framework Act, Act 67 of 2008, as amended December 2021.

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## 1. Foreword

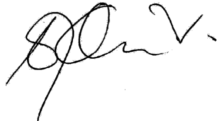
Professional bodies such as Coaches and Mentors of South Africa (COMENSA) have a critical role in quality assurance and standards development in the South Africa National Qualifications Framework (NQF) environment. Professional bodies, and the registration of their designations, contribute to strengthening 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 31st day of January 2022

Colleen Qvist  
Vice President



## **Definitions**

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

## **Purpose**

2. This policy establishes the criteria for COMENSA to determine the Continuing Professional Development status of its members.

## **Introduction and Background**

3. COMENSA is a Professional Body recognized by SAQA in terms of its Policy and Criteria for Recognizing 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 Recognizing a Professional Body and Registering Professional Designations.
5. The SAQA Policy and Criteria for Recognizing a Professional Body and Registering Professional Designations requires a Professional Body to have policy and criteria on Continuing Professional Development or CPD.

## **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 Enable social responsibility, accountability and pride within the coaching and mentoring profession.
  - 6.4 Promote a gold standard of coaching and mentoring in process, skills, understanding and tools/techniques.
  - 6.5 Enable the protection of the public from malpractice within coaching and the mentoring practices.
  - 6.6 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 COMENSA Members.
  - 7.2 All office bearers of COMENSA who perform functions associated with the evaluation and approval of the CPD Status of Members.
  - 7.3 All persons appointed by COMENSA who perform functions associated with the evaluation and approval of the CPD Status of Members.

## The Value, Importance and Benefits of CPD

8. Improvement of skills and broadening of knowledge brings value to all participants - the individual, the profession and the public. Original qualifications are often revised as new developments, ideas, theories and models emerge. Coaches, mentors and supervisors would do well to adapt and acquire new knowledge to match the evolving coaching and mentoring landscape. It is essential for present and future members to maintain high standards within the profession. Professional development does not end with an assessment, a qualification, professional membership and a certificate on the wall.
9. Continuing Professional Development (CPD) CPD is “The systematic maintenance, improvement and broadening of knowledge and skills, and the development of personal qualities necessary for execution of professional duties throughout the individual’s working life.” Within this definition multiple purposes of CPD can be observed:
  - CPD is concerned with maintaining knowledge and skills. More recently this would be summarized as maintaining one’s competencies.
  - CPD is about keeping up to date.
  - CPD improves and broadens knowledge and skills that are intended to support professional development
  - CPD develops personal qualities necessary for the profession.
  - CPD supports members in developing and broadening their knowledge and skills, which can then support their career development.
  - CPD also contributes to the reputation of the profession as a whole and to the professional body.
10. It is this important principle of safeguarding relevance and world class know-how that strongly encourages Coaches and Mentors to stay current and relevant in their skills through Continuing Professional Development or CPD. A Coach or Mentor with outdated knowledge cannot be a skillful Coach or Mentor.
11. One of the main objectives of a professional body like COMENSA is to establish a lifelong learning culture that promotes and supports personal and professional development. As part of a learning culture, professionalism is developed and sustained while growing the body of knowledge within the profession.
12. To achieve this, COMENSA has created various platforms and processes to encourage involvement in learning, growing the body of knowledge and systematic recording, all in alignment with the COMENSA Behavioral Standards Framework and Policies as the guide.
13. CPD forms an integral part of the COMENSA credentialing process. Once credentialed, CPD will be a mandatory requirement of the process for members who intend to retain their credentialed status.
14. Should a member fail to submit CPD for an entire cycle they will be removed as a COMENSA credentialed coach or mentor until the CPD requirement is met (6-month suspension).
15. COMENSA recognizes the CPD points of other relevant events and/or Professional Bodies.

16. COMENSA reserves the right to audit a member's CPD to ensure that the CPD undertaken is relevant and appropriate to the current and future role of the member. All submissions may be subject to audit. If errors or inconsistencies are found, the member will be given 60 days to amend and/or provide the required verification.
17. Where COMENSA finds that the CPD submission does not contain acceptable evidence in alignment with the CPD Policy, the MCSC committee will communicate with the member. The member will have a reasonable opportunity to remedy the CPD submission.
18. All discrepancies on any matter will be resolved by any reasonable means, in line with the spirit of COMENSA's Ethics Complaints Procedure

### **Criteria for Earning CPD Points**

19. CPD is non-negotiable for COMENSA credentialed coaches and mentors and it is highly recommended that members who are not credentialed take full advantage of the CPD opportunities that are made available.
20. COMENSA bases submission of CPD points on trust. When evaluating how many hours to claim, members should consider the amount of learning (the value and contribution to your competence) that is gained from the learning activity rather than just calculating the hours spent on the activity as a measure. This is left up to the member's judgment.
21. In terms of the prevailing COMENSA CPD Policy, credentialed Coaches and Mentors must accumulate **72 CPD points over a 3-year period**.
22. CPD submission will correspond with Credentialing renewal dates which is every **THREE** years.
23. CPD points claims may be based on verifiable and/or non-verifiable evidence.
  - 23.1 Verifiable evidence requires proof such as a certificate, attendance register, publications or any other verifiable proof of CPD.
  - 23.2 Non-verifiable involves informal learning activities such as reading, watching videos, listening to talks or any other non-verifiable proof of CPD.
24. An estimate of time spent on non-verifiable evidence is acceptable, but for the Portfolio of Evidence, the member will need to show what was attended, what competency gap is addressed by doing this, also showing that the member is maintaining and enhancing the knowledge, skills and training and what has been achieved.
25. CPD Categories and Points Per Category are detailed in **Annexure A** to this Policy and Criteria.
26. **Annexure A** may be adjusted at any point in time by the COMENSA Board.

### **Recording and Submitting CPD Points**

27. It is the responsibility of each Member to keep a personal record of CPD points **AND** update their portfolio of evidence on the COMENSA website a regular basis.

## **Exceptions**

28. Members may request, in advance and in writing to:
  - 28.1 Carry-over of excess points where, for example, an academic study will terminate the following year but has resulted in an accumulation of a large number of excess points. Such a carry-over request may only be made within the limit of 18pts per yea; or
  - 28.2 Inability to meet the minimum requirements in a year due to illness or family circumstances.
  
29. The decision of the MCSC committee on each exception application will be communicated to the member in writing.

## **Roles and Responsibilities**

30. The COMENSA Board will:
  - 30.1 Approve this Policy and Criteria.
  - 30.2 Approve CPD Categories and Points Per Category
  - 30.3 Manage CPD Complaint Process
  
31. The Membership Criteria and Standards of Competence Portfolio Committee (MCSC) will
  - 31.1 Develop, review and maintain this Policy and Criteria.
  - 31.2 Manage the Continuous Professional Development Processes.
  - 31.3 Recommend to the Board CPD Categories and Points Per Category

## **Implementation and Review**

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

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

34. The following have applicability in the whole or in part:
  - 34.1 The Constitution of South Africa, Act 108 of 1996
  - 34.2 The National Qualifications Framework Act, Act 67 of 2008
  - 34.3 The Protection of Personal Information Act, Act of 4 of 2013
  - 34.4 The SAQA Policy and Criteria for Recognizing a Professional Body and Registering a Professional Designation.
  - 34.5 The COMENSA Policy and Criteria for Membership and Online Application.
  - 34.6 The COMENSA Policy and Criteria for Credentialing and Online Application.
  - 34.7 The COMENSA Policy and Criteria for Training Provider Programmes and Online Application.
  - 34.8 The COMENSA Policy and Criteria for Continuing Professional Development for Coaches and Mentors.

## Annexure A - CPD Categories and Points Per Category

72 CPD Points are Required per 3 Year Cycle AND  
4 Points per Year MUST be for Supervision

CPD Points per Item/Event	Category of Learning
1 Point	Personal Development Plan Submitted
2 Points per Year	Ethics - Pledge Signed with Membership Renewal
<b>Category - STRUCTURED LEARNING</b>	
20 Points (at the end of each year of study - not exceeding the duration of the course)	Post-Graduate Degree/Diploma/Professional Certification (recognized as additional qualification in coaching and mentoring)
15 Points	Shorter Course/Experiential Training (with a minimum of 35 hours of direct contact time and including a formal assessment)
<b>Category - NON-VERIFIABLE</b>	
1 Point per Hour	*Self-Study (E-Learning, MOOCS & Webinars) per instructed time
1 Point per Hour	*Coaching/Mentoring Related TED Talks (related topics)
1 Point per Hour	*Reading Relevant Articles/Professional Journals/Books
*All Self-Study Courses/Books/Articles Read and Attended must be Recorded on the Self- Study Record and Submitted with CPD Record. <b>Maximum of 30 Points from this Category over a 3-Year Cycle</b>	
<b>Category - VERIFIABLE LEARNING</b>	
1 Point per Event	Attending live COMENSA Chapter Events
1 Point per Event	Attending Relevant Breakfast Meetings/Presentations
1 Point per Event	Case Study Discussions
1 Point per Event	Peer Learning Groups
1 Point per Event	Special Formal Lectures (not part of a business meeting)
3 Points per Year	Committee Membership of a Coaching/Mentoring Professional Body (includes Portfolio Committees)
5 Points per Year	Office bearer on a Committee of a Coaching/Mentoring Professional Body (includes Portfolio Committees)
5 Points per Year	Faculty Member of a Training Provider
1 Point per Hour (plus additional CPD Point)	*COMENSA Short Courses or COMENSA Personal Development Courses
1 Point per Academic Hour	Attending Any Coaching/Mentoring Related Refresher Courses or Short Courses
1 Point per Academic Hour	*Non-Coaching/Mentoring Courses that Inform Coaching/Mentoring
1 Point per Hour	*Self-Study (E-Learning, MOOCS & Webinars) with Certification



1 Point per Academic Hour	Attending Any Large Group Conferences/Symposia/International Conferences
1 Point per Session (min 4 Points per Year)	Supervision (one-on-one and/or group) – the member undergoing Supervision
1 Point per Hour (max 6 Points per Year)	One-on-One Coaching and/or Mentoring
<p>A Log of Supervision, Coaching and/or Mentoring Sessions Must be Kept and Submitted with the CPD Record. Subject to Verification. <b>A Maximum of 36 CPD Points from this Category is allowed over a 3-Year Cycle. Please Note the Mandatory Minimum Requirement of 12 CPD Points for Supervision per 3-Year Cycle is Required to Maintain Credentialing.</b></p>	
5 Points per Paper	Principle or Co-Author of a Peer Reviewed Publication or Chapter in a Book
1 Point per Review	Review of an Article or Chapter in a Publication or Book
5 Points per Presentation	Presenting at a COMENSA Chapter Event
5 Points per Paper	Research or Publish an Academic Paper in a Reputable Journal or Website
5 Points per Presentation	*Presenter or Co-Presenter of a Workshop, Paper/Poster at Workshop or Conference that Informs Coaching/Mentoring
5 Points per Course	*Presenter or Co-Presenter of a Non-Coaching/Mentoring Course that Informs Coaching/Mentoring
5 Points per Course	*Presenter or Co-Presenter of COMENSA Bronze Courses
<p><b>*Please Note: Presenters can ONLY Claim for One Iteration of a Course</b></p>	