

## **Training Programme Endorsement Policy for unregistered training providers**

### **1. Objective of the SAFMA endorsement procedure:**

To assist SAFMA members to select appropriate education and training providers that are credible and that offer relevant and up-to-date facilities management specific training, education and knowledge.

### **2. Scope of the endorsement procedure:**

Training courses, seminars, or any event or intervention where Facilities Management knowledge is disseminated or exchanged.

Advertising events on the SAFMA website does not constitute endorsement and falls outside of the scope of this policy.

### **3. The following information must be provided for the Endorsement evaluation process:**

1. Name of Institution and company profile including
  - a. Registration number
  - b. Tax clearance certificate
  - c. CMC documents
  - d. Contact details
2. Trainer's credentials and contact details
3. Assessment criteria of the training
4. Cost of training/event
5. Detailed course outline
6. Proof of registration as an authorised training provider

### **4. Endorsement adjudicator panel:**

An independent training consultant or a minimum of two members of the Board will adjudicate the material for endorsement. A non-member of Board may be co-opted if so decided by the Board.

Adjudicators may or may not be paid at the discretion of the Board.

These persons shall make a recommendation to Board who will make the final decision whether to award endorsement or not. In the event that endorsement is not granted the Board is not obliged to disclose any reasons for their decision.

### **5. Endorsement Procedure:**

Those organisations seeking endorsement for their training programmes must approach the SAFMA Secretariat to apply for endorsement. The Secretariat will issue an invoice for the assessment process and once proof of payment is received the internal SAFMA adjudication process will commence, with the secretariat requesting course material, company profile, etc. Whilst SAFMA undertakes to complete the process as quickly as possible due to the volume of material to review and that Board meetings are held monthly the process may take 6 weeks to complete.

Applicants will receive a letter advising them that endorsement has been granted or not.

## **6. Limited SAFMA liability:**

SAFMA shall accept no liability for any matter relating to this service of whatsoever nature and Applicants agree to indemnify SAFMA for any losses they may suffer as a result of any association with SAFMA.

## **7. Price and length of the endorsement:**

R1 500.00 per short course or training programme, which must be paid before adjudication will commence.

The endorsement fee must be paid before endorsement adjudication will commence and is non-refundable.

Endorsement is valid for a period of 36 months from date of endorsement. The onus is on the training provider to make application for renewal at least 2 months prior expiry or if the material has changed in any manner.

## **8. Terms and Conditions of endorsement:**

Endorsement is valid for a period of 36 months from date of endorsement provided:

- there are no significant changes to the course materials;
- the facilitator/trainer/presenter remains the same;
- the trainer/facilitator/presenter and organisation agree to abide by the SAFMA Code of Professional Conduct.

SAFMA reserves the right to visit the premises of the training provider and interview the facilitator/trainer/presenter and view the presentations.

The onus is on the training provider to make application for renewal at least 2 months prior expiry or if the material has changed in any manner.

## **9. Endorsement logo or certificate:**

Standard "SAFMA" logo with the word "Endorsed" on the base.