

## **Registered Training Provider Endorsement Policy**

### **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:**

Endorsement of any Educational Institution or Organisation which runs a degree, diploma or certificate course(s) where Facilities Management knowledge is disseminated or exchanged registered with a Quality Assurance Body such as the C.H.E or QCTO.

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:**

- i. Details of registration
  - a. Name of Institution/Quality Assurance Body
  - b. Registration Number
  - c. Application and expiry date of accreditation
- ii. Course outline
- iii. SAFMA Corporate Membership confirmation

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

The Board will verify the registration information; and assess the course outline for FM relevance and will make the final decision whether to award endorsement or not.

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

Those Organisations seeking endorsement must submit a written application to SAFMA. Applicants will receive written confirmation 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. Terms and Conditions of endorsement:**

Endorsement is valid for a period of 36 months from date of endorsement, as long as the organisation remains a fully paid up corporate member of SAFMA and as long as they are a recognised education provider.

The onus is on the training provider to ensure that their corporate membership does not lapse.

A list of endorsed training providers and courses will be displayed on the SAFMA website on the training endorsements page and on the member's page. Company information will be included in the member's directory.