

IRMSA: Endorsement Policy 2013



Quick Overview:

Course / Training Provider Fees

This sets out fees for endorsement of risk management courses as of July 2013. The total fee comprises of an application- and endorsement fee.

- **Application Fee**

- An application fee will be calculated in accordance to the attached schedule (Annexure A) and it will be based on the number of notional hours and -courses applied for.
- The fee:
 - must be paid to IRMSA.
 - is non-refundable regardless of the success of the endorsement application.
 - is used to fund the assessment of the application.
 - is payable prior to the assessment of the application.
 - will be deducted from the endorsement fee for the first year for successful applications.

- **Endorsement Fee**

- An endorsement fee will be calculated in accordance to the attached schedule (Annexure A) and it will be based on the number of notional hours and -courses applied for.
- The fee:
 - must be paid to IRMSA.
 - is used by IRMSA for conducting activities associated with the operation of the endorsement program.
 - is due annually, with a full review of the endorsement by IRMSA at the 3rd year.

Definitions

A **“Course”** may be:

- A module of a training course, short course, unit standard, or
- an entire program/qualification.

“Quality Assurance Bodies” may be:

- A Sector Education Training Authority (SETA)
- Council for Higher Education (CHE)
- Quality Council for Trade and Occupations (QCTO)
- Umalusi

A **“Course Provider”** may be:

- Accredited- (by a SETA, CHE-, QCTO or Umalusi)
- Non-Accredited Training Providers

“Delivery” of the Course means:

- By the training provider or tertiary educational body or on behalf of IRMSA,
- Online or Classroom or Blended

“Endorsement” is

- An act of giving one's public approval or support to someone or something.

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1. Purpose of the Policy

The purpose of the endorsement policy is the following:

- 1) to provide the Course Providers with clear guidelines regarding the criteria, fees and process involved with obtaining Endorsement from the Institute of Risk Management South Africa (hereafter “IRMSA”), and
- 2) to provide guidance to IRMSA role players in dealing with requests from Course Providers for Endorsement of educational programs and material related to risk management.

2. Guidelines for IRMSA Endorsement

2.1 Definitions

A “**Course**” may be:

- A module of a training course, short course, unit standard, or
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“**Delivery**” of the course means:

- By the training provider or tertiary educational body or on behalf of IRMSA
- Online or classroom or blended

“**Endorsement**” is

- An act of giving one's public approval or support to someone or something.

2.2 Eligibility for Endorsement:

The following are examples of course formats, -materials and –Providers that are eligible for IRMSA endorsement:

- Course Format:
 - A module of a training course, short course, unit standard, or an entire program/qualification.
 - Accredited or non-accredited.
- Course Materials:
 - Work books and / or
 - Presentation slides.
- Course Providers (Accredited and Non-Accredited):
 - Specialist Training Providers
 - Tertiary Educational Bodies
 - Individual Education and Training Practitioners

- Further Education Institutions
- Voluntary and Not-For-Profit Organisations
- E-Learning and Distance-Learning Providers
- In-House Training Departments.

2.3 Benefits of Endorsement

IRMSA promises its members:

- To align training to the relevant best practice standards and guidelines;
 - To increase the awareness of Risk Management as a profession;
 - To progress the globalisation of Risk Management;
 - To recognise excellence in Risk Management;
 - To promote competency-based assessment for those working in Risk Management; and
 - To grow IRMSA membership.
- Endorsement enables IRMSA to offer the most appropriate, quality assured and cost effective training programs and materials for its members, course providers, employers and risk stakeholders. It also gives the assurance that the course material has been reviewed by experts within the Professional Body.
 - Endorsement by the Institute lends the IRMSA brand to the organisation applying for Endorsement which gives the course more credibility, authority and distinction.

For **members**, key benefits of endorsement will include:

- An avenue of skills development that will allow members to ensure the currency of their knowledge, skills, and technical competence in relation to their professional activities.

For **Course Providers**, key benefits of IRMSA Endorsement will include:

- Use of IRMSA Endorsement logo on publications and marketing to demonstrate engagement with the risk professional body;
- Increasing business by use of the quality mark;
- A robust method of internal quality assurance for the organisation; and
- Being able to demonstrate commitment to risk education and best practise standards.

For **employers**, endorsement will:

- Give the assurance that the Course material has been reviewed by experts within the Professional Body
- Provide a selection of external Course Providers that understand and meet the needs of the risk profession;
- Offer a list of endorsed Course Providers which may extend the organisation's range of training partners.

Risk stakeholders will be able to see that:

- The Course Providers have met criteria which relate to risk education and training standards;
- The Course Providers work to the values which underpin risk management in practice and so will fully appreciate the basis on which their participants are applying their learning.

2.4 Endorsement Process

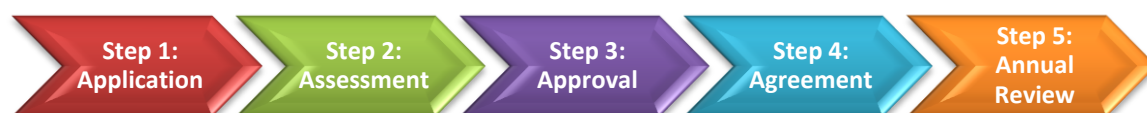


Figure 1: IRMSA Endorsement Process

Step 1: Application

- The applicant must submit the application and supporting documents in the prescribed format within the prescribed timeline. Refer to Annexure B and C.
- The applicant must pay the application fee to IRMSA via credit card or electronic funds transfer or direct bank deposit once an invoice has been issued.
- The assessment of the application will start once payment has been received.

Step 2: Assessment

- Suitably qualified and trained assessors will review the Endorsement application against the prescribed endorsement criteria for either an accredited or non-accredited course provider. Refer to Annexure D.
- Applications that meet the endorsement criteria will be presented to the IRMSA Education and Technical Committee for ratification.
- The members of the committee will approve or decline the application.

Step 3: Approval

- The Course Provider will be informed of the decision within a 60 day period after receipt of the application.

Step 4: Agreement

- The IRMSA Training and Marketing Manager will prepare the endorsement agreement to be signed by the Course Provider and the Chief Executive Officer of IRMSA .The IRMSA Executive Committee will be informed of the Endorsement decisions.

Step 5: Annual Review

- The Endorsement is subject to a high level annual quality review process, with a full review of the Endorsement by IRMSA at the 3rd year.
- During the annual review
 - The level of compliance with the requirements of the endorsement policy will be assessed
 - A review of the learner evaluation results pertaining to the quality of the Course content, Course delivery and Course facilitator will be performed

- Each Endorsement will be reviewed by suitably qualified and trained assessors
- The IRMSA Educational and Technical Committee will be informed of the results of the annual review
- At the 3rd year the IRMSA Educational and Technical Committee will decide if the Endorsement will be upheld after a full Endorsement review was done.

2.5 Endorsement Criteria

The Endorsement criteria are detailed in Annexure E and are categorized to address the following:

- The relevance and applicability of the Course material content.
- The competence and experience of the Course facilitator / trainer.
- The learner evaluation of the Course.

2.6 Appeals against the Recommendation

Should the Course Provider disagree with the decision of the IRMSA Education & Technical Committee, an appeal setting out the basis for disagreement may be sent to the Chief Executive Officer of IRMSA for review and final determination of Endorsement. The appeal must be lodged within one month of the approval decision made by the IRMSA Education & Technical Committee.

3. Policy Review

The policy is subject to annual review by the IRMSA Education and Technical Committee and approval by the IRMSA Executive Committee.

4. Ownership and Approval of Policy

Ownership of the endorsement policy is vested in IRMSA.

The endorsement policy is recommended by the IRMSA Education and Technical Committee and approved by the IRMSA Executive Committee.

An application- and endorsement fee will be calculated in accordance to the schedule below and it will be based on the number of notional hours and -courses applied for. "Notional hours of learning" comprise the total amount of time it would take an average learner to meet the outcomes defined in a learning experience and include, inter alia, face-to face contact time, time spent in structured learning in the workplace, time for completing assignments and research, and time spent in assessment processes (SAQA 2013). The endorsement fee is based on the volume of the Course to be assessed. Where a Course is accredited, it is easy as each credit equates to 10 notional hours. Where a course is not accredited, please calculate an estimate of the notional hours.

Notional Hours	Application Fee	Endorsement Fee	Course Type
10 to 400	R 800.00	R 1500.00	short course
401 to 800	R 1500.00	R 3000.00	short course
801 to 1200	R 2500.00	R 5000.00	short course
1201 to 1600	R 3000.00	R 8000.00	certificate
1601 to 2400	R 4000.00	R 13 000.00	diploma
2401 to 3600	R 5000.00	R15 000.00	degree

***All prices quoted are excluding vat**

Cover Page: Endorsement Application

Organisation / Individual Name		
Contact Name		
Phone		
Fax		
E-mail		
Address		
Website		
Are you an accredited course provider? If yes by which Institution. (Please provide proof)	YES	NO

Name of Owner / Manager / Director / Head of Faculty	Courses

Names of Approved Trainers, Lecturers, Mentors, Tutors, Course Presenters	Courses

ENDORSEMENT APPLICATION FORM

I/We _____

Apply herewith to the Institute of Risk Management South Africa (IRMSA) for the Endorsement of the following

(Please describe the material or training intervention)

I/We attach hereto a **proposal** providing sufficient information to enable IRMSA to apply the following criteria:

Service / product offering must be relevant to the needs of IRMSA members, i.e.

- Skills and Competencies as determined by the Risk Management Industry;
- Industry knowledge pertains to the level of knowledge relevant to IRMSA members in a particular industry.

Course Provider profile details, i.e.

- Proof of accreditation with
 - A Sector Education Training Authority (SETA)
 - Council for Higher Education (CHE)
 - Quality Council for Trade and Occupations (QCTO)
 - Umalusi
 - Other relevant bodies
- Courses aligned to unit standards or qualifications where applicable
- Relevant experience of the training provider
- Qualification and experience of trainers/facilitators
- Size and structure

Course material supporting documents, i.e.

- Content: complexity, accuracy, fit to target audience, flexibility, customisation;
- Delivery medium;
- Assessment approach;
- Alignment with NQF principles; and
- Appropriate costing.

I/We acknowledge

That the endorsement application will only be assessed at the next scheduled meeting of the IRMSA Education and Technical Committee and the outcome will be communicated within 60 days of receipt of the application;

I/We will be required to enter into a written endorsement agreement with IRMSA should the application be successful.

Standard conditions applicable to the agreement will relate amongst others to:

- The duration of the endorsement;
- Assessment conditions of the training material and/or delivery;
- Fee arrangement relative to the obligations of IRMSA;
- Amendments to the training material/course content and/or delivery;
- Risks relating to amongst other things, training courses being cancelled at short notice for whatever reason will be borne by the training provider.

Signed at _____ on _____ 20_____

Signature: _____

Forward your endorsement application to the:

The CEO

Institute of Risk Management South Africa (IRMSA)



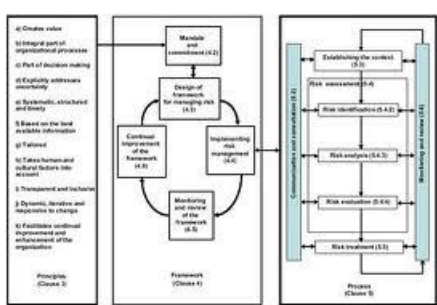
Tel.: +27 (0)11 612 2660

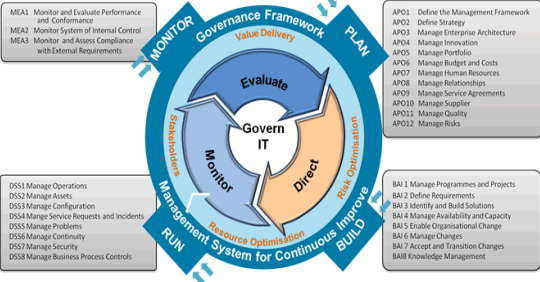

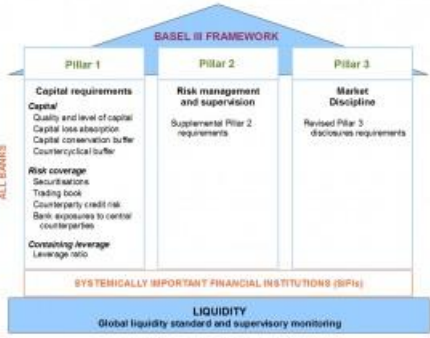
Fax. 086 647 6191

Email: gillian@irmsa.org.za

SPECIFIC EVALUATION CRITERIA PER TYPE OF COURSE

Please note that the criterion below applies to both accredited and non-accredited courses

Details	Evaluation Criteria	Portfolio of Evidence – What must be included	Reviewed (Yes or No)
Course (s)	<p>Must be relevant to the needs of IRMSA members. Align with the IRMSA Code of Practice (COP), Occupational Qualifications (ORP & ORO) and relevant international standards and best practice frameworks</p>		
	<p>Must develop skills and competencies as determined by the risk management industry;</p>		
	<p>Must align with relevant international risk management standards and best practice frameworks e.g. ISO 31000, COSO, COBIT, ITIL, IS122301 (adjusted from BS 25999).</p>	<p>E.g.</p> <p>ISO22301 ISO22301 Business Continuity Programme Elements</p>  <p>ISO22301</p>  <p>COSO</p>  <p>ISO31000</p>	

Details	Evaluation Criteria	Portfolio of Evidence – What must be included	Reviewed (Yes or No)
		 <p>COBIT 5.0</p>  <p>ITIL</p>  <p>Basel III Etc.</p>	
	<p>Proof of accreditation with</p> <ul style="list-style-type: none"> • A Sector Education Training Authority (SETA) • Other relevant bodies e.g. CHE, QCTO, Umalusi 	<p>Organisational accreditation number, unit standard or qualifications ID (NQF), or university approval, or equivalent.</p>	
<p>Course Provider</p>	<p>Inception date</p> <p>Type of institution e.g. university, college, business school, public/private training provider, academy, or individual training provider</p>		

Details	Evaluation Criteria	Portfolio of Evidence – What must be included	Reviewed (Yes or No)
	Size and structure		
	Relevant experience		
	Proof of accreditation with <ul style="list-style-type: none"> A Sector Education Training Authority (SETA) Other relevant bodies e.g. CHE, QCTO, Umalusi 	Organisational accreditation number, unit standard or qualifications ID (NQF), or university approval, or equivalent.	
Facilitator (s)	Name (s)		
	Qualifications		
	Risk experience: <ul style="list-style-type: none"> Area of expertise (applicable) Number of years (applicable) 		
Course material	Course overview – Introduction	As per the COP, Occupational Qualifications, international standards and best practice frameworks	
	Target audience	Risk practitioners (junior, middle or senior) Management or executive Governance structures	
	Course outcomes	Aligned to the COP, Occupational Qualifications, international standards and best practice frameworks	
	Course assessment	Accredited courses must include both formative and summative assessments. The learner assessment guide should be submitted if applicable	
	Course duration		
	Course delivery methodology		
	Credits / Notional hours		
	Course content: <ul style="list-style-type: none"> Relevance Completeness 	Provide the learner guide/course manual/resources. As per the COP, Occupational Qualifications, international standards and best practice frameworks	
Alignment with NQF objectives	The objectives of the NQF as outlined in the NQF Act No 67 of 2008 are as follows:		

Details	Evaluation Criteria	Portfolio of Evidence – What must be included	Reviewed (Yes or No)
		<ul style="list-style-type: none"> •To create a single integrated national framework for learning achievements (<u>integration</u>); •Facilitate access to, and mobility and <u>progression</u> within, education, training and career paths; •Enhance the <u>quality</u> of education and training; •Accelerate the redress of past unfair discrimination in education, training and employment opportunities (<u>access</u>). 	
	Cost per course/learner		
	Do you provide an evaluation after each training intervention (Please provide proof)		
	A methodology for quality assurance of delivery is in place.		
	Any other information which the applicant feels may be relevant for the purpose of this application.		