

PMSA Recognised Education & Training Providers

ABOUT RETP MEMBERSHIP

PMSA RETP Membership is designed to assist recognised providers to reach potential stakeholders, and for those seeking to expand their knowledge or skills in project management to identify an appropriate provider. As an autonomous professional association, Project Management South Africa recognises the offerings of a range of education and training providers that focus on developing project managers and those in related disciplines.

Objectives

- *To promote professional development in project management and its related disciplines*
- *To align the various elements of the career path for project management and its related disciplines to the offerings of education and training providers.*
- *To provide context for the stakeholders in education and training service provision and consumption.*
- *To provide a framework against which the companies and institutions offering education and training, and their products, can be assessed in order to promote high standards.*
- *To provide a framework against which the specific offerings of companies and institutions offering education and training can be assessed in order to promote credibility.*

ORGANISATIONAL RECOGNITION

The PMSA RETP Membership is divided into two types of recognition: (i) Organisational Recognition; and (ii) Curriculum Recognition. Member organisations and institutions may apply for Organisational Recognition without Curriculum Recognition, however, only those with Organisational Recognition may apply for Curriculum Recognition. For this reason, Curriculum Recognition is detailed separately.

Purpose

Organisational recognition verifies that an education or training provider is a legitimate and credible concern that meets the required standards expected from such a provider. This allows the provider to be promoted and supported through this category of PMSA membership and its associated benefits and supports the broader objective of promoting professional development in project management in various ways.

Evaluation

Organisational recognition verifies that an education or training provider is a legitimate and credible concern that meets the required standards expected from such a provider. This allows the provider to be promoted and supported through this category of PMSA membership and its associated benefits and supports the broader objective of promoting professional development in project management in various ways.

Mark of Endorsement

Recognised Education and Training Providers will be issued with a certificate and an RETP logo that identifies them as having PMSA recognition as a legitimate education or training provider only. This logo may be included on promotional material of the company in general but may not be used in such a way as to imply that a specific course offering has PMSA endorsement. The RETP listing on the PMSA website and in other promotional material will imply recognition, and course offerings and company details will be reflected as per the benefits of the RETP membership.

Interested in applying?

Complete the online application form by selecting 'Register' on www.projectmanagement.org.za or [CLICK HERE](#)



Assessment Criteria

Initial applications are assessed by the relevant PMSA administrator. Final assessment will be made following an online review of material submitted and a site visit by a nominated assessor, if necessary. All applicants are required to complete all sections of the online application and upload the necessary supporting documentation. This is outlined below

GENERAL	<ul style="list-style-type: none"> • Documents: <ul style="list-style-type: none"> ○ Brief Business History (stating year of formation brief timeline to date) ○ Ownership Structure (including names and titles of company directors) ○ Recent BEE and Tax Certificate ○ Signed copy of PMSA RETP Code of Ethics • List of: <ul style="list-style-type: none"> ○ Other business streams and % of focus on project management ○ Institutional recognition (i.e. by a relevant local or international body such as SAQA, IPMA, APMUK etc) ○ Trade references (as well as a client / learner) • Descriptions of: <ul style="list-style-type: none"> ○ Programme Attendance Explain the process and technology applied to maintain records of attendance at all programmes offered, in compliance with the requirement to maintain records for a minimal period of one (1) year after the concluding date of each specific programme. Describe the penalties for non-attendance. ○ Programme Feedback & Evaluation Explain the systematic methods of feedback and evaluation used to judge the effectiveness of the learning experience(s) and instructor(s) in achieving the stated purpose(s) of the programme(s), and to make any necessary improvements in overall programme delivery. How is the feedback used to improve importance? ○ Instructional Environment / Learner Support Describe the instructional environment and explain how it is conducive to continuing professional education and training and supports both the learning needs of the participants and the objectives of the programme.
PORTFOLIO DESCRIPTION	<p>Provide a summary of your course portfolio: describing how the content of each programme being offered is relevant to the field of project, programme or portfolio management and addresses one or more of the knowledge or process areas similar to those described in prevailing global standards or methodologies such as "A Guide to the Project Management Body of Knowledge" (PMBok® Guide), the IPMA Competency Baseline (ICB®) or PRINCE2® Methodology. Where appropriate, the process and knowledge area(s) covered by the programme(s) should be clearly designated by the Provider.</p>

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PROGRAMME PURPOSE	<p>Describe the target audience of the programme and explain the specific purpose(s) of the programme(s) being offered based upon the identified learning needs of the target audience. The applicant is required to provide the following information per programme offering:</p> <ul style="list-style-type: none"> • Target audience • Entry pre-requisites (philosophy) • Purpose • Level – introductory / intermediate / advanced and NQF if applicable • Outcome – briefly what is achieved by this offering
INSTRUCTIONAL METHODOLOGY	<p>Describe the learning objectives, type(s) of instructional strategies, and methods of participant interaction to be used during the programme(s). The methods of instruction should ensure that programme participants have the opportunity to interact with instructor(s) and/or other instructional resources. Examples of instructional methodologies:</p> <ul style="list-style-type: none"> • Online • Classroom based • Blended learning • Self-study • ODL Open distance learning (all online, no classes)
ASSESSMENT	<p>Provide information about how the candidates are assessed, i.e. by means of assignments, tests, examinations and any other evaluation which takes place and identify the required outcomes for passing the programme including:</p> <ul style="list-style-type: none"> • A description of the course verification i.e. are participants issued with an attendance certificate / qualification as outcome of assessment. • An explanation of the Quality control practice for assessment – who sets it, who conducts it and is it moderated?
INSTRUCTOR QUALIFICATIONS	<p>Provide information highlighting appropriately qualified personnel involved in all aspects of the planning and delivery of the programme(s) being offered. This would include individual resumes reflecting knowledge and experience in tuition and application of their area of expertise. To this end, planning and delivery shall involve individuals qualified by expert knowledge in the field of project management as evidenced by demonstrated experience and/or professional education in the field.</p> <p>Information must include:</p> <ul style="list-style-type: none"> • Process used to identify instructors • How expertise is matched to requirement. • Actions taken to develop instructors over time.
OPERATIONAL ETHICS	<p>Provide information about your organisational ethics and codes of conduct or standards subscribed to that demonstrate a legal and ethical approach that respects the rights and worth of all participants, and that neither the content nor marketing of the programme can be deemed misleading in any manner. In addition, explain your complaints / appeals process.</p>

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OUTCOME ISSUES

Other than successful recognition PMSA may communicate outcome issues detailed below with corresponding consequences

Issue	Consequence	Outcome
Deficiencies in submission	Prevents recognition	REJECTION
Concerns	Remedial action required and time period specified. Affects quality (status) but does not preclude accreditation. Must remedy by next evaluation	CONDITIONAL APPROVAL
Comments	Matters that should be noted but are not considered deficiencies.	APPROVAL

RETP Status Levels: Qualifying Criteria & Fees

	Platinum	Gold	Silver
Organisation must have been offering training / education in Project Management for a minimum of:	10 years	5 years	3 years
Minimum number of courses relevant to the discipline of project management	5	3	1
Assessment Fee (once off, non-refundable) incl. VAT	R3 450	R3 450	R3 450
Annual Renewal Fee incl. VAT	R9 500	R4 900	R3 600
Curriculum Recognition	Starting at R5000 dependent on the breadth and depth of offering(s)		

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