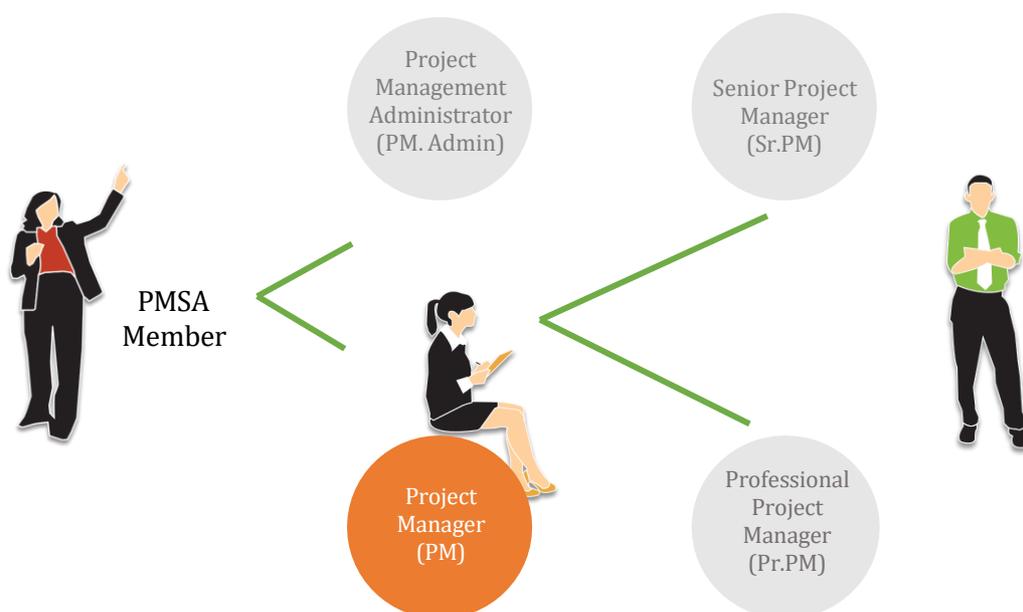




Project Manager (PM)

A Project Manager (PM) has earned this designation when fulfilling the full spectrum of responsibilities associated with project management and this has become their core focus in their working environment.

A PM will have built up the required years of experience specifically taking multiple projects through the complete lifecycle over the required period and obtained an appropriate qualification and / or PM industry credential. A Project Manager will have seen the benefits of associating themselves with an appropriate professional body and will be actively participating in the body's activities; they maintain a high ethical standard and at a minimum endeavour to comply with the principles of the PMSA Code of Ethics and Professional Conduct.



Input Competencies

(Attribute based)



Experience

(with NQF7)

Three years' working experience and working as a PM managing projects of a low complexity according to CIFTER



Knowledge

Qualification (NQF)

NFQ7 in any industry in which the candidate is working as a PM



RPL

(without a NQF 7)

Five years' working experience managing projects of a low complexity according to CIFTER. PM industry credentials are advantageous

Industry Credentials

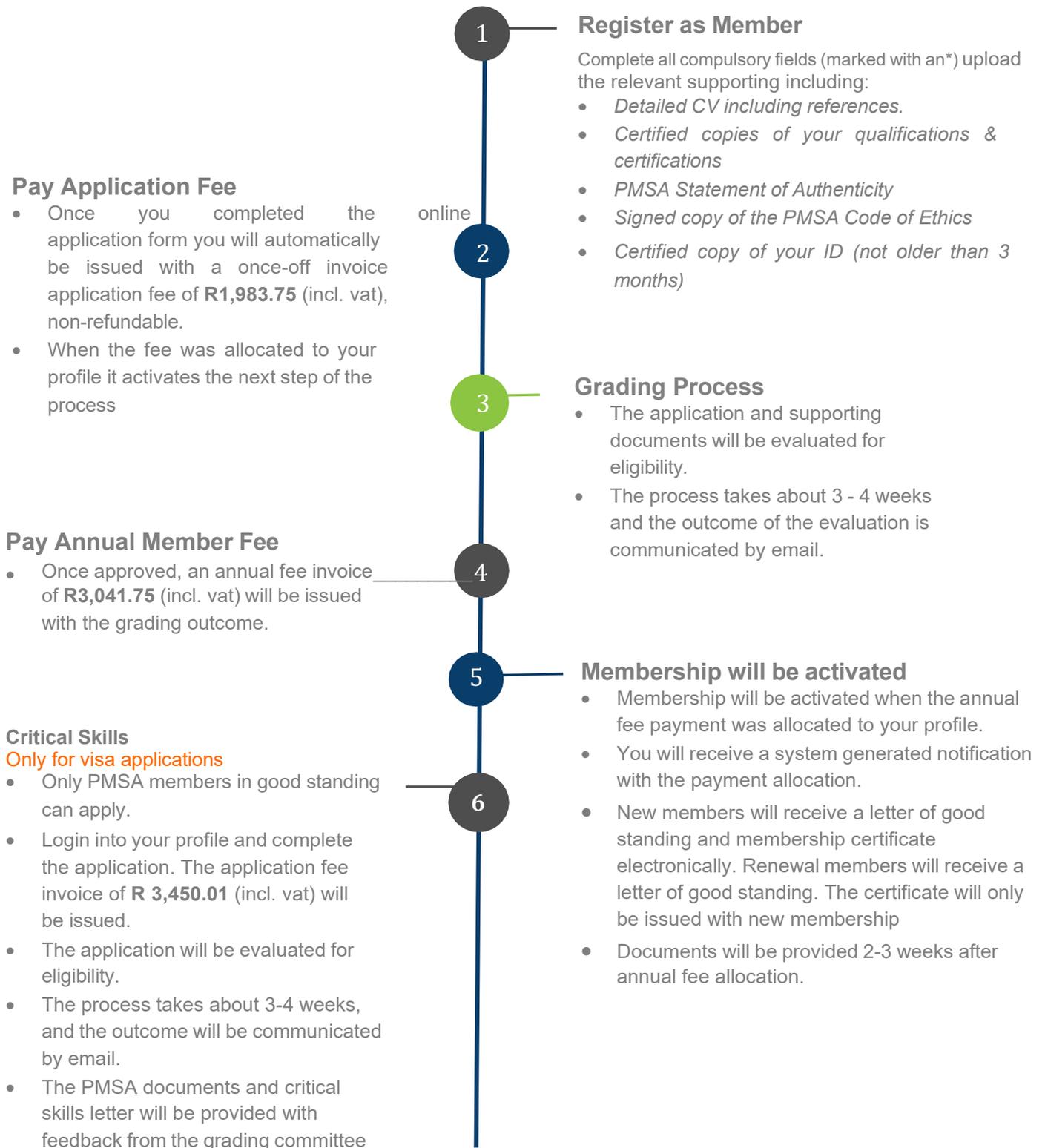
(Various)

Optional at this level

*Foreign qualifications must be accompanied by a SAQA Certificate of Evaluation



Application Process



If you have not been awarded a designation you have the right to an appeal and your application will be submitted for moderation at a fee of R1,983.75 incl. VAT. If you are awarded a designation you will receive confirmation of your award by way of a letter, certificate and NLRD registration

CRITICAL SKILLS – Guidelines to follow:

1. Ensure you apply at the correct Professional Body related to your qualifications and profession.
2. **The PM. Admin Membership is not eligible to apply for critical skills**
3. Minimum Requirements to qualify for Critical Skills: NQF7 qualification and 3-years working experience in any industry within Program/Project Management
4. Competency as follows: Proof of experience indicating the managing of projects. Include projects samples of your work reflecting your project management of a project from initiation to close out.
5. Foreign qualifications must be verified through the SAQA process.
6. Local South African qualifications must be SAQA recognized at the required NQF Level
7. All the above requirements should be loaded on your CV to indicate your competence.
8. Prior to your critical skills application you first need to be an approved PMSA member
9. This is an online application therefore all information and documents should be completed and uploaded onto the system. Emails with information will not be accepted.
10. With submission of your Designation Membership application, you will be issued with a once off application fee invoice, non-refundable
11. Your application will be sent to the grading committee for assessment when the application fee payment is allocated to your profile. This process takes about 3-4 weeks, depending on the completeness of your application.
12. You will be notified to pay the annual fee with your membership outcome from the grading committee
13. When the annual fee payment was allocated to your profile a system generated notification will be sent to the email address registered on your profile
14. **You can now apply for critical skills.** This process takes 3-4 weeks.
15. Note: The R3,450.01 (incl. vat) critical skills fee should only be paid after you received successful outcome of your PMSA membership and when your PMSA annual fees were paid, not before the time.
16. Documents - The PMSA Letter of good standing and Certificate will be sent together with the critical skills letter when feedback is received from the grading committee. Any request for change after the documents were provided will be additional cost and a 1-week waiting period.

Retention of Award

Your PMSA professional designation remains valid for one (1) year provided you comply with the following retention criteria:

1. Adherence to the PMSA Code of Ethics and Professional Conduct
2. Gathering of the required number of points through the relevant activities as stipulated in the PMSA CPD policy.
3. Payment of R3,162.49 (incl. vat) for a PM designation renewal fee at the end of the one-year period.

Continuous Professional Development (CPD) Policy

Investing in your ongoing learning through continuous professional development (CPD) activities is a requirement for the retention of your professional designation but is also invaluable to your growth as a PM professional and we encourage you to work towards moving along the designation articulation pathway.

To support your professional development journey be sure to make use of the navigation tools from your member profile to access:

- Courses by Recognised Education and Training Providers.
- Events, Seminars and Conferences
- Industry surveys and academic study
- Publications (articles, white papers, magazines)
- Professional contribution opportunities

However, ongoing maintenance of your CPD requirements allows you access to a real-time CPD certificate which reflects your ongoing commitment to your professional development.

PMSA reserves the right to audit CPD submissions and this will apply to up to one in every ten renewing designation-holders. Should you be selected for audit, you will be contacted with a full set of instructions and an indication of the information we will require.

Application and Award Procedures

Retaining your designations through your CPD Journal

For designation holders, continuous professional development is a requirement, and designation holders must accumulate the number of development points consistent with their designation and the relevant renewal period as stipulated in the PMSA CPD Framework

Designation	CPD Point Goal	Renewal Frequency
Project Manager (PM)	30 points / year	Annually

Table 1.1 – Registered designations and the related CPD goals

Professional development activities are categorised and are consistent with the three main evaluation criteria for awarding and retaining of the designation, as well as the following model, which describes where the impact of the activity is directed:

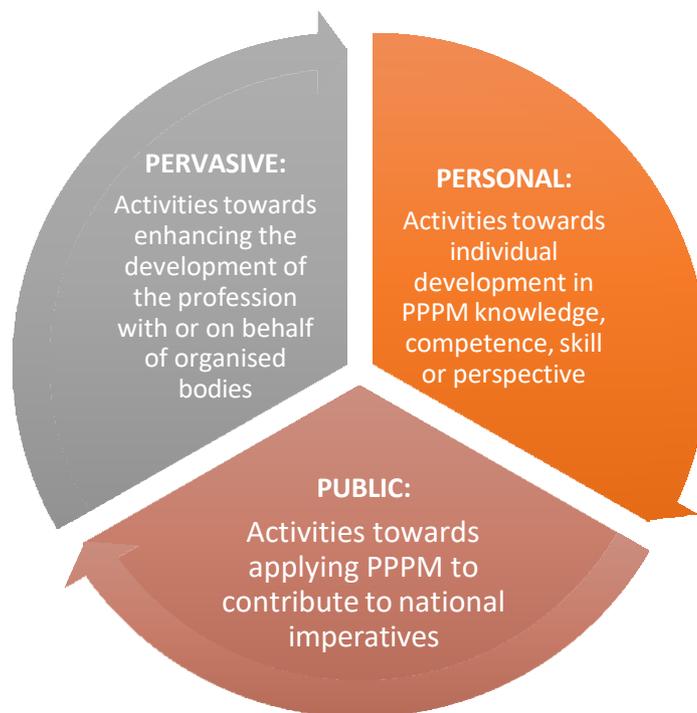


Figure 1.1 Categories of Objectives for Continuous Professional Development

Ongoing maintenance of your CPD requirements allows you access to a real-time CPD certificate which reflects your ongoing commitment to your professional development. The maximum point allocations and claimable activities per category are detailed below (Table 1.2) below.

Category	Activity Type	Points Awarded	Maximum claimable points
PERSONAL	Successful completion of further tertiary studies* in project, programme or portfolio management: <ul style="list-style-type: none"> • Certificate • Higher certificate • Diploma / Advanced certificate • Bachelor's degree / Advanced diploma • Post graduate diploma / Bachelor's honours • Master's degree • Doctoral degree 	As per notional hours associated with learning. 1 CPD is equivalent to 1 notional hour based on PM related content	15
	Successful completion of training programmes** in fields related to core functions of PPM.	Detailed upon course review. As per notional hours associated with learning. 1 CPD is equivalent to 1 notional hour based on PM related content	15
	Attendance of knowledge events offered by PMSA and where PMSA validation codes have been issued: <ul style="list-style-type: none"> • Branch presentations • Industry forum events • Special interest groups • Workshops 	One CPD point per hour of activity related to PM content.	10

	<ul style="list-style-type: none"> Seminars Conferences 		
	Attendance of conferences and seminars where PMSA validation codes have not been issued: <ul style="list-style-type: none"> Branch presentations Industry forum events Special interest groups Workshops Seminars Conferences 	Reviewed / Validated on application. One CPD point per hour of activity related to PM content.	5
	Answering an online quiz based on a PMSA knowledge resource e.g. document, video or event.	Varies according to activity	10
	Other: Activities considered consistent with this category description but not detailed above. This activity must be motivated by the member, not the entity offering the activity.	Reviewed / Validated on application	5
ANNUAL TARGET			15 (/30)
PERVASIVE	Work as a project practitioner	0.5 points per month	5
	Volunteering on PMSA Leadership structures: <ul style="list-style-type: none"> National / Branch / Interest Group executive committee Board of Directors Working committees Conference committee Awards adjudication panel Volunteer participation in grading or review panels Serving as peer reviewer of conference presentation submissions (industry) Serving as peer reviewer of academic submissions to PMSA biennial conference 	One CPD point per hour of activity PMSA branch leaders, sub-committee leaders and governance committee members can claim the maximum allowable points for each year that their position is held. By way of a signed statement leaders in turn verify the number of hours contributed by individual members of their committee(s).	15
	Uncompensated presentation at PMSA event (member's event, Biennial Conference, Regional Conference or seminar / workshop / symposium)	5 CPD points per activity	10
	Submission of peer reviewed academic presentation at National Biennial Conference	6 CPD points	5
	Contributions of content to a PMSA knowledge resource (white paper, web content, case study etc) (per 500 words)	2 CPD points	4
	Volunteer contributions to national or global standards committees	1 CPD point per hour of activity	10
	Other: Activities considered consistent with this category description but not detailed above. This activity must be motivated by the member, not the entity offering the activity.	Reviewed / Validated on application	5
ANNUAL TARGET			15 (/30)
PUBLIC	Volunteering as a mentor as part of a formal mentoring relationship*** (outside of work duties)	0.5 CPD points per hour of documented activity	5
	Volunteering PPPM knowledge, skills or expertise to a charitable project	0.5 CPD points per hour of documented activity	5
	Other: Activities considered consistent with this category description but not detailed above. This activity must be motivated by the member, not the entity offering / facilitating the activity.	Reviewed / Validated on application	5
ANNUAL TARGET			5 (/30)

Table 1.2 –CPD activities and relevant point allocation

*Public and private higher education institutions

**PMSA Recognised Education and Training Providers which have been granted recognition for specific courses (Ref: PMSA RETP Programme 2013).

*** A formal mentoring programme is one where the mentor / mentee relationship has been negotiated and documented in terms of engagement, goal setting and regular reporting.

GUIDE TO RECORDING YOUR CPD ACTIVITIES & CPD JOURNAL

To support your professional development journey and for ease of use the PMSA CPD Journal acts as a central repository for your CPD activity and as a convenient tool to submit your records.

Recording your CPD activity is done through your member profile. Simply log in and follow the steps below.

1. On the right-hand rail select 'Manage Profile'
2. On the main page under 'Content & Features' select 'Professional Development'
3. On this page you can view upcoming claimable PMSA CPD activities as well as your 'Journal Entries' of CPD activities that have either been automatically allocated to you (in the case of PMSA events, surveys / quizzes) or that you have added.
4. To add an entry, click on the 'Add Entry' icon
5. Select your designation level from the 'Certification / Program' drop-down list
6. Select the type of credit you are recording from the 'Credit Type' drop-down list. These are the claimable activities detailed in the PMSA CPD framework.
7. Provide the date the activity took place in the field 'Entry date'
8. Describe the activity in the field 'Description'
9. Enter the number of CPD points you are claiming for the activity in the field 'Credits'
10. In the field 'Credits Expire' set the expiry date to 1 year from the date that the activity took place
11. Upload any proof of participation / completion of the activity using the 'Attachments' function
12. Click 'Submit'
13. Repeat the steps above for each activity you would like to record

At the end of your one-year designation cycle is renewed provided you comply with the following retention criteria:

1. Adherence to the PMSA Code of Ethics and Professional Conduct
2. Gathering of the required number of points through the relevant activities as stipulated in the PMSA CPD Framework at the time of renewal.
3. Payment of a designation renewal fee of R3850 incl. VAT will apply on renewal of your designation at the end of the one-year period. *All prices are subject to change.*

Professionals understand that managing their career through professional development gives them the leading edge as qualified practitioners committed to the continuous growth of their skill sets and knowledge. As a SAQA-recognised professional association PMSA is proud to be a role player in your journey.

Need assistance?

We're here to help. Please feel free to contact us by email at admin@projectmanagement.org.za / support@projectmanagement.org.za Tel: 011-593-2072/3 Website: www.projectmanagement.org.za