



DIRECTORATE FOR REGISTRATION AND RECOGNITION

EVALUATION REPORT FOR THE RECORDING OF ADDITIONAL PROFESSIONAL DESIGNATION(S) FOR PROFESSIONAL BODIES ALREADY RECOGNISED BY SAQA

Name of Professional Body	Coaches and Mentors of South Africa (COMENSA)
Statutory or Non-Statutory Body	Non-statutory
Application Approved by Board/Council	Yes
Application Signed by CEO / Registrar/ Board Chairperson	Yes
Registered Designations	COMENSA Credentialed Coach COMENSA Senior Coach COMENSA Master Coach
Designations Applied for	COMENSA Credentialed Mentor (CCM) COMENSA Senior Mentor (CSM) COMENSA Master Mentor (CMM)
Date of Recognition	20 March 2020
Date of Gazette Notice	6 August 2021

1.BACKGROUND OF THE PROFESSIONAL BODY

Coaches and Mentors of South Africa (COMENSA) is a SAQA-recognised non-statutory professional body for coaching and mentoring in South Africa.

COMENSA regulates the coaching and mentoring professions in South Africa through a professional code of ethics and conduct, professional designations, ongoing continuing professional development, professional supervision and access to resources.

COMENSA provides a directory of coaches and mentors protecting the users of coaching and mentoring through an enforceable code of ethics and an ethics complaints procedure. Through the registration of designations, COMENSA contributes to strengthening social responsiveness and accountability within the profession.

2.MOTIVATION FOR THE RECORDING OF THE ADDITIONAL DESIGNATIONS

COMENSA currently has three designations registered on the National Qualifications Framework for coaching, namely:

- CCP - COMENSA Credentialed Practitioner;
- CSP - COMENSA Senior Practitioner; and
- CMP - COMENSA Master Practitioner.

COMENSA has developed and expanded their designations to differentiate between coaching and mentoring to have professional designations for Mentors to fairly represent both Coaches and Mentors. The need for professional mentors has grown in importance in South Africa, within not only leadership and management structures, but more importantly at scarce skills occupational level such as apprentice and artisan development.

3. CRITERIA FOR RECORDING A PROFESSIONAL DESIGNATION

The criteria for the awarding of the additional professional designations below complies with the SAQA *Policy and Criteria for Recognising a Professional Body and Registering a Professional Designation for the Purposes of the National Qualifications Framework Act, Act 67 of 2008 (as amended, September 2020)* and the designations complements those already registered, creating a designation pathway.

4. PROFESSIONAL DESIGNATIONS

4.1 Designation title: COMENSA Credentialed Mentor (CCM)

AWARDING CRITERIA

For the Professional Designation to be awarded, professionals must comply with the following minimum requirements:

Underlying NQF Registered Qualification

Further Education and Training Certificate: Generic Management. NQF Level: 4 with SAQA ID 57712

Experience / Practical Experience / Experiential Learning

150 hours of mentoring, 90% of which is paid work that includes receiving a salary as an internal mentor within an organisation.

Competency Assessment / Board Examination

Complete and achieve a 70% pass for a knowledge-based assessment against the COMENSA Mentoring Behavioural Standards Framework and successfully complete a peer-based evaluation process against the COMENSA Mentoring Behavioural Standards Framework. The peer based evaluation process requires an applicant to conduct a one hour mentoring session with a mentee while being observed and evaluated by two qualified mentors.

Designation Recognition of Prior Learning (RPL) Statement

The COMENSA process for RPL includes:

- Identifying what the candidate knows and can do.
- Matching the candidate's skills, knowledge and experience to the relevant COMENSA Behavioral Standards Framework.
- Assessing the evidence provided by the candidate against the relevant COMENSA Behavioral Standards Framework.
- Awarding a designation to the candidate for coaching or mentoring skills, knowledge and experience built up through formal, informal and non-formal learning that occurred in the past.

Designation Competencies:

Competency 1: Self-understanding

- Understand and communicate own values effectively within the mentor/mentee relationship.
- Manage issues of diversity and be aware of own biases and stereotypes.
- Behave appropriately to facilitate the mentoring process.
- Be aware of own strengths and weaknesses and what they bring to the mentor/mentee relationship.
- Demonstrate and apply solid time management practices and personal commitment to the mentor/mentee relationship.
- Separate own agenda from that of the mentee.
- Participate in regular supervision.

Competency 2: Relationship Building

- Demonstrate interest, empathy and genuine support for the mentees development and goals.
- Effectively build and manage trust.
- Understand the difference between mentoring and other modalities of practice.
- Focus on mentee's agenda.
- Gently challenge the mentee.
- Uses feedback appropriately to support the mentee and build further trust.
- Check for understanding and obtain clarity on mentee's issues/challenges.
- Display ethical behaviour.
- Demonstrate an active listening style.

Competency 3: Professional skills

- Establish referral network within the organisation or industry.
- Understand the organisations/industries demographics and can clearly state the companies vision, mission and values.
- Support the mentee to map goals that align with their own development and organisational strategies.
- Share experience and skills with mentee.
- Engaged with mentee's development at all levels.

Competency 4: Role management

- Act as a role model.
- Commit to mentee's development.
- Hold mentee accountable for own progress.
- Communicate effectively.
- Be aware of own biases/stereotypes.
- Conduct self-reflection and renewal.
- Model collaborative leadership.
- Invite new ideas and challenges from mentee.
- Set boundaries/ground rules with the mentee.
- Show a positive attitude.
- Demonstrate a strong work ethic.
- Be approachable.

Competency 5: Personal/Professional knowledge

- Demonstrate skills needed to support mentee development.
- Demonstrate experience in field of work.
- Commit to mentee development.
- Share both personal experiences and job related skills.
- Understand goal setting and tools used to define and set them.

Competency 6: Personal/Professional development plan and measurement

- Demonstrate familiarity with personal development plan tool.
- Challenge/support mentee to building SMART goals.
- Encourage to stretch their comfort zones.
- Recognise and support mentee strengths.
- Provide constructive feedback.

RETAINING CRITERIA

In order to ensure the currency of professional knowledge and to retain the Professional Designation, the professional must comply with the following minimum requirements:

Code of Conduct

Members must adhere to the professional body Code of Conduct and/or Ethics.

Continuing Professional Development (CPD) Requirements

- CPD is non-negotiable for COMENSA credentialed coaches and mentors.

- Credentialed Coaches and Mentors must accumulate 72 CPD points over a three-year period.

Fees

Ensure that the annual membership is paid.

Professional Designation Progression Pathway

- *COMENSA Credentialed Mentor (CCM)*
- COMENSA Senior Mentor (CSM)
- COMENSA Master Mentor (CMM)

For more information on this Professional Designation, please visit the website at www.comensa.org.za.

4.2 Designation Title: COMENSA Senior Mentor (CSM)

AWARDING CRITERIA

For the Professional Designation to be awarded, professionals must comply with the following minimum requirements:

Underlying NQF Registered Qualification

Further Education and Training Certificate: Generic Management. NQF Level: 4 with SAQA ID 57712.

Experience / Practical Experience / Experiential Learning

750 hours of mentoring, 90% of which is paid work that includes receiving a salary as an internal mentor within an organisation.

Competency Assessment / Board Examination

Complete and achieve a 70% pass for a knowledge-based assessment against the COMENSA Mentoring Behavioural Standards Framework and successfully complete a peer-based evaluation process against the COMENSA Mentoring Behavioural Standards Framework. The peer-based evaluation process requires an applicant to conduct a one hour mentoring session with a mentee while being observed and evaluated by two qualified mentors.

Designation RPL Statement

The COMENSA process for RPL includes:

- Identifying what the candidate knows and can do.
- Matching the candidate's skills, knowledge and experience to the relevant COMENSA Behavioral Standards Framework.
- Assessing the evidence provided by the candidate against the relevant COMENSA Behavioral Standards Framework.
- Awarding a designation to the candidate for coaching or mentoring skills, knowledge and experience built up through formal, informal and non-formal learning that occurred in the past.

Designation Competencies:

Competency 1: Self-understanding

- Build self-understanding based on established models of human behaviour and reflection of practice
- Display self-awareness and awareness of others' potential challenges around diversity, stereotypes and biases.
- Participate in regular supervision.
- Continuously review and update skills to improve mentoring practices.

Competency 2: Relationship building

- Seek to further understand the mentee's thinking around issues/goals.
- Effectively recognise and work with mentees emotions, body language, beliefs and values.
- Focus attention on the mentee's performance.
- Share personal thinking and experience around mentee's issues/challenges.
- Dance in the moment with the client and adjust mentoring style appropriately.
- Identify patterns within the mentee and create awareness appropriately.
- Invite the mentee to share thinking in the development of goals/strategies.

Competency 3: Professional skills

- Demonstrate sufficient knowledge to support the mentee.
- Establish referral network at senior management levels to support mentee's development.
- Demonstrate awareness of adult learning principles.
- Demonstrate knowledge about the company's strategies and future staffing needs.
- Assist the mentee to map career within the organisation or similar field

Competency 4: Role management

- Lead others in mentorship programmes.

Competency 5: Personal/Professional knowledge

- Demonstrate knowledge and skills required at a senior level.
- Demonstrate solid knowledge of HR practices within the organisation in regards to employee growth.
- Demonstrate solid knowledge of organisation's future growth strategies and staffing requirements.
- Recognise and support rising stars within the organisation.

Competency 6: Personal/Professional development plan and measurement

- Demonstrate knowledge of tools and measurements to identify mentee's strengths/areas for improvement
- Demonstrate senior level management experience

RETAINING CRITERIA

In order to ensure the currency of professional knowledge and to retain the Professional Designation, the professional must comply with the following minimum requirements:

Code of Conduct

Members must adhere to the professional body Code of Conduct and/or Ethics.

Continuing Professional Development (CPD) Requirements

- CPD is non-negotiable for COMENSA credentialed coaches and mentors.
- Credentialed Coaches and Mentors must accumulate 72 CPD points over a three-year period.

Fees

Ensure that the annual membership is paid.

Professional Designation Progression Pathway

COMENSA Credentialed Mentor (CCM)

COMENSA Senior Mentor (CSM)

COMENSA Master Mentor (CMM)

For more information on this Professional Designation, please visit the website at www.comensa.org.za.

4.3 Designation Title: COMENSA Master Mentor (CMM)

AWARDING CRITERIA

For the Professional Designation to be awarded, professionals must comply with the following minimum requirements:

Underlying Qualification Registered on the NQF:

Further Education and Training Certificate: Generic Management. NQF Level 4 with SAQA ID 57712.

Workplace Experience / Experiential Learning / Practical Experience:

2 000 hours of mentoring, 90% of which is paid work that includes receiving a salary as an internal mentor within an organisation.

Competency Assessment / Board Examination:

Complete and achieve a 70% pass for a knowledge based assessment against the COMENSA Mentoring Behavioural Standards Framework and successfully complete a peer based evaluation process against the COMENSA Mentoring Behavioural Standards Framework. The peer based

evaluation process requires an applicant to conduct a one hour mentoring session with a mentee while being observed and evaluated by two qualified mentors.

Continuing Professional Development (CPD) Requirements:

72 CPD points are required within a three year cycle. 12 of these points have to come from Supervision.

Designation RPL Statement:

The COMENSA process for RPL includes

- Identifying what the candidate knows and can do.
- Matching the candidate's skills, knowledge and experience to the relevant COMENSA Behavioral Standards Framework.
- Assessing the evidence provided by the candidate against the relevant COMENSA Behavioral Standards Framework.
- Awarding a designation to the candidate for coaching or mentoring skills, knowledge and experience built up through formal, informal and non-formal learning that occurred in the past.

Designation Competencies:

Competency 1: Self-understanding

- Incorporate insights gained from extensive exploration of theoretical models of human behaviour and extensive insight gained from experience and personal reflection.
- Demonstrate high levels of self-awareness and maturity.
- Stay abreast and evaluate current research on mentoring and human development models.
- Connect to self-knowledge, skills, wisdom and experience and communicate with their mentee to provide the most value.
- Proficiently connect to all other levels regarding own competency.

Competency 2: Relationship building

- Fully explain different approaches/models/strategies of working with humans to mentees
- Invite the mentee to share thinking in the development of goals/strategies.
- Invite the mentee to share thinking on an equal level in the development of goals/strategies.
- Co-create levels of interpersonal connection and resonance with mentee.
- Co-create a safe space for mentees to work in.
- Proficiently connected to all other levels regarding this competency.

Competency 3: Professional skills

- Holds a senior management position within the organisation or similar industry
- Excellent life skills.
- Proficiently connected to all other levels regarding this competency.

Competency 4: Role management

- Accessible.
- Practice collaborative leadership.
- Understand the dynamics of diversity in the workplace.
- Participate in strategic decision making.
- Fully support and commit to mentorship.
- Proficiently connected to all other levels regarding this competency.

Competency 5: Personal/Professional knowledge

- Stay abreast and evaluate current research on mentoring and human development models.
- Fully support and commit to mentorship.
- Proficiently connect to all other levels regarding own competency.

Competency 6: Personal/Professional development plan and measurement

- Promote mentees professional/personal development plans.
- Promote/create positions.
- Proficiently connect to all other levels regarding competency.

RETAINING CRITERIA

In order to ensure the currency of professional knowledge and to retain the Professional Designation, the professional must comply with the following minimum requirements:

Code of Conduct

Members must adhere to the professional body Code of Conduct and/or Ethics.

Continuing Professional Development (CPD) Requirements

- CPD is non-negotiable for COMENSA credentialed coaches and mentors.
- Credentialed Coaches and Mentors must accumulate 72 CPD points over a three-year period.

Professional Designation Progression Pathway

COMENSA Credentialed Mentor (CCM)

COMENSA Senior Mentor (CSM)

COMENSA Master Mentor (CMM)

For more information on this Professional Designation, please visit the website at www.comensa.org.za.