



COMENSA

COACHES AND MENTORS OF SOUTH AFRICA

TRAINING PROVIDER PROGRAMME GUIDE



Guide for Training Providers: How to Get Your Programmes Approved by COMENSA

Overview

This guide is designed to help training providers navigate the process of getting their coaching and mentoring programmes approved by COMENSA. COMENSA is a professional body recognised by the South African Qualifications Authority (SAQA) and plays a key role in promoting high-quality coaching and mentoring practices.

Key Definitions

- **COMENSA:** A professional body for coaching and mentoring, registered with SAQA.
- **TPP (Training Provider Programme):** A coaching or mentoring programme that is submitted for evaluation and approval by COMENSA.
- **MCSC (Membership Criteria and Standards of Competence Committee):** A committee responsible for evaluating and approving TPPs based on COMENSA's standards.

COMENSA's Role

COMENSA provides an assessment framework, but it does not accredit training providers. Instead, COMENSA evaluates programmes based on established criteria to ensure they meet high standards of professional practice. Approved programmes are aligned with COMENSA's Behavioural Standards Framework.

Programme Approval Categories

There are three categories for TPP approval:

1. **Gold Status:** Accredited with CHE or QCTO - Higher-level Programmes meeting all the criteria for professional designation.
2. **Silver Status:** High-level programmes that focus on coaching and mentoring but not necessarily registered with CHE or QCTO.
3. **Bronze Status:** Aligns with COMENSA's Behavioural Standards Framework for CPD offerings.

Why Get Your Programme Approved?

By having your programme approved by COMENSA, you offer several benefits:

- **Public Trust:** Approved programmes align with COMENSA's standards, assuring students and clients of quality.

- AQA Recognition: Gold and Silver Programmes are associated with SAQA-recognised professional designations.
- Professional Designation: Graduates can qualify for professional designations and membership with COMENSA.

Approval Process

1. Apply: Complete the application on the COMENSA website.
2. Submission: *Provide all required documents, including learning materials and course details.
3. Evaluation: COMENSA's MCSC Committee reviews your programme against the criteria.
4. Outcome: If approved, your programme is registered on the COMENSA website. If not, feedback is provided for resubmission.

Programmes Offered by COMENSA

Gold Status Programme Criteria:

- At least 8 credits in coaching/mentoring.
- Institutional accreditation by CHE or QCTO and compliance with the Behavioural Standards Framework.
- Student registration with COMENSA.

Silver Status Programme Criteria:

- At least 8 credits in coaching/mentoring.
- Integration of the Behavioural Standards Framework into the programme with an alignment matrix.
- Student registration with COMENSA.

Bronze Status Programme Criteria:

- Programmes that are COMENSA CPD Focused.
- The programme is aligned with one or more elements of the COMENSA Behavioural Standards Framework.

Key Benefits of COMENSA Approved Programmes

- Student Assurance: Students attending approved programmes are confident that the course will align with credentialing requirements.
- Professional Designation: Graduates can qualify for the designation process and achieve a professional designation registered with SAQA.

Ongoing Monitoring

COMENSA monitors approved programmes, including:

- Re-evaluation: All programmes are valid for 3 years.
- Providers must reapply 3 months before expiry.
- Revocation: If a programme no longer meets COMENSA's criteria, it may be revoked.

Costs & Application

- Application Fees: There is a cost associated with applying for programme approval (see Annexure A).
- Renewal Fees: Providers must pay for re-evaluation when the programme reaches its 3-year expiry.

Training Programme Certification

Once approved, the provider receives:

A COMENSA Training Programme Approval Certificate.

- Permission to use the COMENSA logo on marketing materials.

Responsibilities of Training Providers

- Compliance: Ensure that your training programme meets all COMENSA standards.
- Resubmission: Submit an alignment matrix and updated training materials for renewal.

Appeals Process

If your programme is not approved, You can appeal within 30 working days to the MCSC Chairperson.

Resources and Support

COMENSA offers:

- Online Application Form: Available on the COMENSA website.
- Support Materials: Detailed guidelines and policies on programme approval.

Annexure A - Training Programme Evaluation and Approval Costs

The COMENSA Logo and Certificate at all times applies to a Specific and Relevant Coaching and/or Mentoring Programme AND NOT the Provider

The 2025 following costs will be applicable:

Application Type	Programme Category	Fees Excluding VAT @ 15%	Fees Including VAT @ 15%
First Application	All Categories:	<i>No Annual Joining Fee as Provider does not need to be a Member of COMENSA</i>	<i>No Annual Joining Fee as Provider does not need to be a Member of COMENSA</i>
	Gold or Silver or Bronze	Evaluation Fee R 3,780.00	Discounted Evaluation fee inc 15% Vat R 4,347.00
Second or any subsequent applications	All Categories:	<i>No Annual Joining Fee as Provider does not need to be a Member of COMENSA</i>	<i>No Annual Joining Fee as Provider does not need to be a Member of COMENSA</i>
	Gold or Silver or Bronze	Evaluation Fee R 2,625.00	Evaluation fee inc 15% Vat R 3,018.75
Re-Evaluation Application	All Categories:	<i>No Annual Joining Fee as Provider does not need to be a Member of COMENSA</i>	<i>No Annual Joining Fee as Provider does not need to be a Member of COMENSA</i>
	Gold or Silver or Bronze	Evaluation Fee R 2,625.00	Evaluation fee inc 15% Vat R 3,018.75
Evaluator Training	Gold or Silver	<i>No Annual Joining Fee as Provider does not need to be a Member of COMENSA</i>	<i>No Annual Joining Fee as Provider does not need to be a Member of COMENSA</i>
	First Time Training Fee	R 2,730.00	R 3,139.50
	Refresher Training Fee	R 672.00	R 772.80
TPP Applying for Credentialing of eligible Candidate @ 20% Discount		<i>Joining Fee applies fo all candidates requesting to be credentialed</i>	<i>Joining Fee applies fo all candidates requesting to be credentialed</i>
	CCC First Credentialing	R 3,557.22	R 4,090.80
	CSC First Credentialing	R 2,171.58	R 2,497.32
	CMC First Credentialing	R 924.00	R 1,062.60
	Renewal of Credential (due to being found NYC)	R 1,010.00	R 1,161.50
Renewal of Credentialing status (A review of Credentialing compliance criteria)	R 1,010.00	R 1,161.50	
COMENSA Student Member discounted @ 15%	TPP Paying for their learner to become a student member with COMENSA	R 330.85	R 380.47

Conclusion

Becoming a COMENSA-approved training provider is a clear mark of quality. By meeting COMENSA's standards, your programme will help elevate the coaching and mentoring profession, ensuring your students are ready to succeed as part of the broader professional community.