

**1. Objective of the SAFMA endorsement procedure:**

To assist SAFMA members to select appropriate education and training providers that are credible and that offer relevant and up-to-date facilities management specific training, education and knowledge.

**2. Scope of the endorsement procedure:**

Conferences, training courses, seminars, or any event or intervention where Facilities Management knowledge is disseminated or exchanged.

Advertising events on the SAFMA website does not constitute endorsement and falls outside of the scope of this policy.

**3. The following information must be provided for the Endorsement evaluation process:**

- i. Details of any Accreditation/Recognition already received
  - a. Name of Institution at national and/or international level
  - b. Nature of the accreditation
- ii. Application and expiry date of accreditation
- iii. Trainer's credentials
- iv. Assessment criteria of the training
- v. Cost of training/event
- vi. Detailed course material

**4. Endorsement adjudicator panel:**

An independent training consultant, or a minimum of two members of the National Council will adjudicate the material for endorsement. A non-member of Council may be co-opted if so decided by the Council.

Adjudicators may or may not be paid at the discretion of the Council.

These persons shall make a recommendation to National Council who will make the final decision whether to award endorsement or not. In the event that endorsement is not granted the National Council is not obliged to disclose any reasons for their decision.

**5. Endorsement Procedure:**

Those persons seeking endorsement must approach the SAFMA Secretariat to apply for endorsement of their specific event, training etc. The Secretariat will request the information and the internal SAFMA adjudication process will commence. Whilst SAFMA undertakes to complete the process as quickly as possible due to the volume of material to review and that National Council meetings are held monthly the process may take 6 weeks to complete.

Applicants will receive a letter advising them that endorsement has been granted or not.

## **6. Limited SAFMA liability:**

SAFMA shall accept no liability for any matter relating to this service of whatsoever nature and Applicants agree to indemnify SAFMA for any losses they may suffer as a result of any association with SAFMA.

## **7. Price and length of the endorsement:**

R1 500,00 per short course or module of a training programme, which must be paid before adjudication will commence. A short course/module is considered to be 5 days or less.

Degree or diploma courses are charged at R10 000 per year of study e.g. a 1 year course = R10 000.00 and a 3 year course = R30 000.

The endorsement fee must be paid before endorsement adjudication will commence and is non-refundable.

Endorsement is valid for a period of 36 months from date of endorsement. The onus is on the training provider to make application for renewal at least 2 months prior expiry or if the material has changed in any manner.

## **8. Endorsement logo or certificate:**

Standard "SAFMA" logo with the word "Endorsed" on the base.