



DMISA

THE DISASTER MANAGEMENT INSTITUTE OF SOUTHERN AFRICA
DMISA IS THE SAQA APPROVED PROFESSIONAL BODY FOR DISASTER MANAGEMENT

P O Box 2119
PRIMROSE
1416

Tel: (011) 822-1634
Fax: 086 652 8066

Office Hours: 08:00 – 13:00
E-Mail : karin@disaster.co.za
Web Site: <http://www.disaster.co.za/>

PROFESSIONAL DESIGNATION REGISTRATION: SUPPORT COACH MANUAL

DMISA received the following approval from South African Qualifications Authority [SAQA]:

*The SAQA Directorate: Registration and Recognition on 3 March 2015 informed DMISA that the SAQA Board approved the recognition of DMISA as a Professional Body for the purposes of the NQF Act, Act 67 of 2008 and also approved the registration of the designation **Disaster Management Professional [PrDM]** as a Professional Designation on the NQF. SAQA DESIGNATION ID: 593*

Since the initial SAQA approval, DMISA pursued the registration of additional designations, and as of November 2016, the following designations have been approved:

- **Disaster Management Technician** DMT [SAQA designation ID: 760]
- **Disaster Management Associate** DMA [SAQA designation ID: 761]
- **Disaster Management Practitioner** DMPc [SAQA designation ID: 762]

The aim of the different levels is to allow and encourage professional career progress.

1. Introduction

Thank you for being part of DMISA's support coaches – you play a valuable part in making disaster management a quality and regulated profession. Disaster managers play an increasingly vital part in the well-being of all living beings and environments. Therefore, we aspire to equip all involved with the best support to fulfil their essential roles.

After registration, continuing professional development (CPD) is required of all registered members. To optimise the process, support coaches are appointed in each region to assist applicants with the registration process, and registered members with the continual professional development requirements. The user-friendly manuals will assist all coaches to explain these processes, and to answer frequently asked questions.

The Disaster Management Institute of Southern Africa (DMISA) aims to advance the discipline and create learning and networking opportunities. Hence, the registration of a professional designation and subsequent CPD programme. The designation framework is structured in such a way, that in time, designation status should grow to become a preferred requirement when recruiting employees, consultants or contractors. Designations were designed to suit our national industry.

It is not compulsory for professional bodies to register with SAQA, however, DMISA saw much value in participating in this process. SAQA have strict registration protocol and DMISA is proud to have succeeded in this rigorous process. SAQA seeks to promote "coordination and collaboration across education, training, development and work". By working with professional bodies that meet the SAQA criteria, the profession is advanced, and the designations regulated. This, in turn, promotes public awareness, inspires pride in the profession, and sets the scene for public protection via the code of conduct. Individuals, who meet the designation criteria, are recorded on a national register.

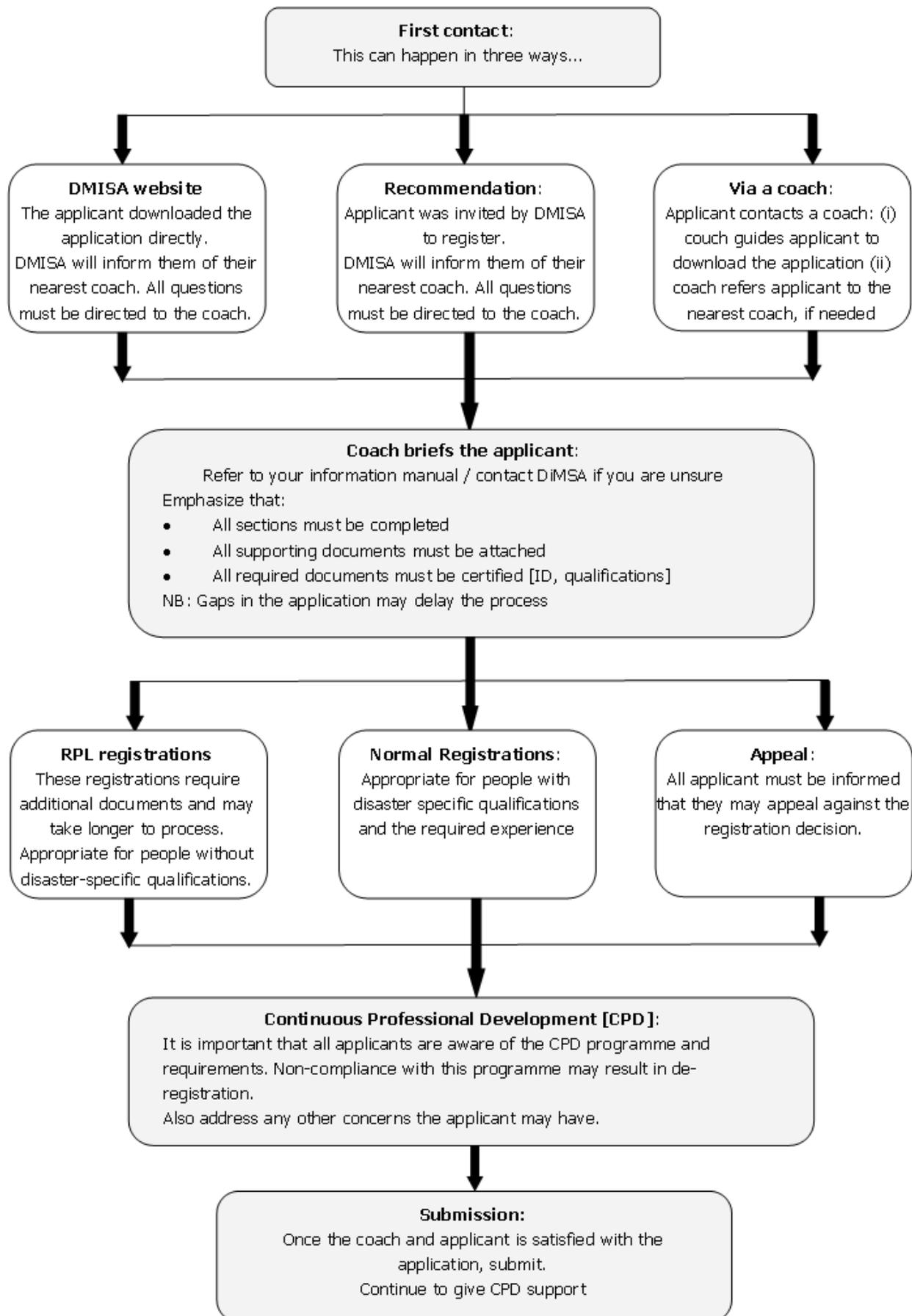
NB: Please note that there is a difference between being a DMISA member, and being a registered against a professional designation [DMT, DMA, DMPc, PrDM]. Being a normal DMISA member, does not afford the member professional designation status as approved by SAQA. [Please refer to the DMISA website for more information regarding the different DMISA membership – it is excluded from this manual to avoid confusion.]

This manual will address registration through the standard registration process or the Recognition of Prior Learning (RPL) route. Continuing professional development (CPD) is covered in the **Continuing Professional Development Support Coach Manual**.

2. What are the benefits of professional registration?

DMISA is a non-statutory professional body, which means that membership is voluntary. But just because membership is not enforced by law, does not make it any less worthwhile. Many benefits accompany professional registrations.

Professional registration means that you become part of a network of experts – a hub of knowledge and skills that you can draw from, and contribute to. You automatically form part of a list of professionals, recommended by DMISA to any institution seeking consultants, and/or permanent employees. Should disaster strike, DMISA will also be able to identify specialist in the affected region, as well as communicate needed information to registrants. Standing together, makes disaster management stronger!



4.1 Registration requirements

4.1.1 Procedure 1: Standard registration

Disaster Management Technician [DMT]

The requirements for standard registration are:

- NQF level 5 qualification in Disaster Management
- A minimum of 3 years of experience in the field of Disaster Management

Disaster Management Associate [DMA]

The requirements for standard registration are:

- NQF level 6 qualification in Disaster Management
- A minimum of 3 years in the field of Disaster Management

Disaster Management Practitioner [DMPC]

The requirements for standard registration are:

- NQF level 7 qualification in Disaster Management
- A minimum of 3 years in the field of Disaster Management at supervisory level.

Disaster Management Professional [PrDM]

The requirements for standard registration are:

- NQF level 8 qualification in Disaster Management
- A minimum of 7 years of experience in senior management, of which at least 3 years must be in a full-time disaster management position at management level.

For a standard registration, the following documents are required for all four designations:

- Completed application form
- Certified copy of ID
- Certified copy of drivers licence (minimum code EB)
- Full curriculum vitae including employment record
- Certified copies of Qualifications
- DISASTER MANAGEMENT EXPERIENCE OUTLINE
 - o Project name and/or place where experience was obtained
 - o Provide details of where the evidence was created.
 - o Describe your roles and responsibilities in the generation of the evidence.
 - o What skills and knowledge did you acquire?
 - o Describe the problem solving skills that you used.
 - o Describe the methods, processes and procedures that you used.
 - o Discuss how you managed and communicated information.
 - o What role did ethics and professional practice play?
 - o List your portfolio of evidence.

- Provide the name, address and telephone number of a witness who can validate your submission.
- PrDM: 2 summarised experience reports of specific disaster management projects of which you were in charge. It should clearly indicate your ability pertaining to management.
- DMPC: 2 summarised experience reports of specific disaster management projects in which you participated with a supervisory role.
- DMA: 2 summarised experience reports of specific disaster management projects in which you participated with a specified responsibility.
- DMT: 2 summarised experience reports of specific disaster management projects in which you participated with a specified skill you practiced.
- A job description (self-employed applicants must provide an affidavit that outlines the nature and extent of their business).
- A letter of confirmation by current employer (self-employed applicants must provide at least two recent letters of confirmation from clients).
- Signed Code of Ethics

Please note:

- The assessors, moderator or DMISA can request any other additional information to support any claims made.

The application will be administered by DMISA who will present it to two independent assessors for verification. After acceptance by both assessors, a moderator will quality check the application and call the final approval for registration. The application will then be processed to grant Professional Designation Status to the applicant. Professional status will only be official if you signed the code of ethics, which will include a commitment to CPD.

Explanation of requirements:

<i>Requirement</i>	<i>Explanation</i>
NQF level qualification in Disaster Management	<i>A registered requirement with SAQA.</i>
Years of experience	<i>A registered requirement with SAQA.</i>
Completed application form	<i>To collect all needed information</i>
Certified copy of ID	<i>To verify applicant identity</i>
Certified copy of drivers licence (minimum code EB)	<i>A registered requirement with SAQA.</i>
Full curriculum vitae including employment record	<i>Needed to assess requirements as set out in the application form</i>
Certified copies of Qualifications	<i>Needed to verify qualifications mentioned in CV</i>
2 disaster management experience reports	<i>Needed to assess requirements as set out in the application form. NB: Please note the</i>

	<i>specific requirements/goal needed to fulfil for each designation level</i>
A job description	<i>Needed to assess requirements as set out in the application form</i>
A letter of confirmation by current employer	<i>Needed to verify current position</i>
Signed Code of Ethics	<i>Required by DMISA, and to commit to CPD</i>

4.1.2 Procedure 2: RPL registration (Recognition of Prior Learning)

Disaster Management Technician [DMT]

The requirements for an RPL registration are:

- Any NQF 5 plus 5 – 8 years in the field of Disaster Management
- or Any NQF 6 plus 3 – 5 years in the field of Disaster Management
- or Any NQF 7 plus 1 – 3 years in the field of Disaster Management

Disaster Management Associate [DMA]

The requirements for an RPL registration are:

- Any NQF 5 plus 8 – 10 years in the field of Disaster Management
- or Any NQF 6 plus 5 – 8 years in the field of Disaster Management
- or Any NQF 7 plus 3 – 5 years in the field of Disaster Management

Disaster Management Practitioner [DMPC]

The requirements for an RPL registration are:

- Any NQF 5 plus 10 – 15 years in the field of Disaster Management
- or Any NQF 6 plus 8 – 10 years in the field of Disaster Management
- or Any NQF 7 plus 5 – 8 years in the field of Disaster Management

Disaster Management Professional [PrDM]

The requirements for an RPL registration are:

- Any NQF 5 and 15-20 years in the field of Disaster Management
- or Any NQF 6 and 10-15 years in the field of Disaster Management
- or Any NQF 7 and 8-10 years in the field of Disaster Management
- or Any NQF 8 and 5-8 years in the field of Disaster Management

For an RPL registration, the following documents are required:

- Completed application form
- Certified copy of ID
- Certified copy of drivers licence (minimum code EB)
- Full curriculum vitae including employment record
- Certified copies of Qualifications
- Detailed, certified, official results of qualifications indicating the subjects completed and marks obtained. [This is needed for a mapping exercise.]

- DISASTER MANAGEMENT EXPERIENCE OUTLINE
 - o Project name and/or place where experience was obtained
 - o Provide details of where the evidence was created.
 - o Describe your roles and responsibilities in the generation of the evidence.
 - o What skills and knowledge did you acquire?
 - o Describe the problem solving skills that you used.
 - o Describe the methods, processes and procedures that you used.
 - o Discuss how you managed and communicated information.
 - o What role did ethics and professional practice play?
 - o List your portfolio of evidence.

- PrDM: 5 summarised experience reports of specific disaster management projects of which you were in charge. It should clearly indicate your ability pertaining to management.
- DMPC: 2 summarised experience reports of specific disaster management projects in which you participated with a supervisory role.
- DMA: 2 summarised experience reports of specific disaster management projects in which you participated with a specified responsibility, of no more than 500 words each.
- DMT: 2 summarised experience reports of specific disaster management projects in which you participated with a specified skill you practiced, of no more than 500 words each.
- A job description (self-employed applicants must provide an affidavit that outlines the nature and extent of their business).
- A letter of confirmation by current employer (self-employed applicants must provide at least two recent letters of confirmation from clients).
- Signed Code of Ethics

Please note:

- The applicant must ensure that the above documentation confirms all the claims made on the application form. If needed, additional evidence must be provided to validate claims made.
- The assessors, moderator or DMISA can request any other additional information to support any claims made.

The application will be administered by DMISA who will present it to two independent assessors for verification. The assessors will complete a mapping exercise to evaluate the applicability of the qualifications presented, against the requirement of professional status. After acceptance by both assessors, a moderator will quality check the application and call the final approval for registration. The application will then be processed to grant Professional Designation Status to the applicant. Professional status will only be official if you signed the code of ethics, which will include a commitment to CPD.

Explanation of requirements:

Requirement	Explanation
Any specified NQF level qualification, with specified years of Disaster Management experience.	<i>Allows people working in disaster management, without disaster specific qualifications to register.</i>
Completed application form	<i>To collect all needed information</i>
Certified copy of ID	<i>To verify applicant identity</i>
Certified copy of drivers licence (minimum code EB)	<i>A registered requirement with SAQA.</i>
Full curriculum vitae including employment record	<i>Needed to assess requirements as set out in the application form, especially important to cover qualifications gaps</i>
Certified copies of Qualifications	<i>Needed to verify qualifications mentioned in CV</i>
Detailed, certified, official results of qualifications indicating the subjects completed and marks obtained	<i>Needed to assess requirements as set out in the application form. These qualifications, together with the CV, job description and summarised reports, will be used to assess all the required criteria of the RPL tools*.</i>
5 disaster management experience reports	<i>Needed to assess requirements as set out in the application form. These summaries, together with the CV, job description and qualifications, will be used to assess all the required criteria of the RPL tools. NB – more reports are required than for the standard registration to ensure all qualification gaps are covered. Please note the specific requirements/goal needed to fulfil for each designation level</i>
A job description	<i>Needed to assess requirements as set out in the application form</i>
A letter of confirmation by current employer	<i>Needed to verify current position</i>
Signed Code of Ethics	<i>Required by DMISA, and to commit to CPD</i>

** The RPL tools are detailed documents, stipulating the outcomes of disaster-specific qualifications as registered on the NQF. These tools are available to applicants on request. Designated assessors are trained and assisted in completing the rigorous RPL process. Any RPL process is always more cumbersome than a standard process to ensure quality of standards. However, it remains a worthwhile exercise to ensure access to education and/or professional progress. RPL tools are not used for standard registration.*

5. Different sections of the application

A: Application type

If an applicant holds a disaster management specific qualification, the applicant may apply for Standard Application. Any other qualification, necessitates an RPL Application. During an RPL application, the applicant's qualification will be mapped against a disaster management specific qualification on the same level. This will be done by a qualified assessor. Should the assessor pick up any gaps, he or she will contact the applicant to request additional information. For example:

Being knowledgeable about GIS is a requirement to be registered as a disaster management professional. But the assessor cannot find evidence to prove that the applicant had covered this requirement. The assessor contacts the applicant to enquire about such evidence. The applicant can provide this by submitting evidence that he or she attended a GIS course, participated in a project using GIS, etc.

B: Current DMISA membership

Easy! If already a member, provide membership number.

C: Demographic information

This is needed to (i) identify the applicant, (ii) locate the applicant, (iii) contact the applicant, (iv) provide quality assurance body with statistics about registrant profile distribution.

D: Health, functioning, and disability

Needed to provide quality assurance body with statistic pointing to inclusiveness and access to registration.

E: Knowledge and experience

The detailed recorded here is important for a variety of reasons:

- i) As a summary of all evidence provided
- ii) As cross reference whereby the assessor can check all evidence provided
- iii) To provide DMISA with data about knowledge and experience in specific disaster related fields. We need this to identify knowledge and skill gaps in the sector. Ideally, there should be an even distribution. This is something that can be redressed with continuous professional development, registering and promoting accredited courses, and skills programmes.
- iv) To cluster registrants. Why would we want to do this? To better assist DMISA with recommendations. Should an institution approach DMISA in search of, for example, a disaster management education expert, it would be simple to provide a list of possible candidates. Also, should incident related assistance be needed in a specific region, DMISA will be able to provide sound information of, for example, how many response and recovery, or communication experts are available in a certain region.

Therefore, it is important that applicants provide as detailed as possible information. This will enhance disaster management on a local, regional, and national level.

F: Signature

Indicates applicants' commitment to true information, adherence to the code of conduct, and commitment to the CPD programme.

G: Official use only

DMISA completes this section

7. Conclusion

Your support in the successful implementation and continued execution of this process, is vital and highly appreciated. The main aim of this endeavour is to benefit all stakeholders involved in disaster management by improving quality of service, and networks between registrants.

We attempted to keep the entire application process as simple as possible, without failing quality. Any professional body is required to renew their status every five years, which affords DMISA to review, renew and better during each re-registration process. Please do not hesitate to contact us if you have any questions, or suggestions for improvement. We are eager to become the best professional body in South Africa, and embrace the learning curve during the first round of implementation.

Thank you!