

PROFESSIONAL DESIGNATIONS POLICY



KNOWLEDGE MANAGEMENT SOUTH AFRICA (KMSA) PROFESSIONAL DESIGNATIONS POLICY

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PROFESSIONAL DESIGNATIONS POLICY



ACRONYMS

CKM-Pract.	Certified Knowledge Management Practitioner
CKM-Spec.	Certified Knowledge Management Specialist
CKM-Mas.	Certified Knowledge Management Master
KMSA	Knowledge Management South Africa
NQF	National Qualification Framework
POE	Portfolio of Evidence
RPL	Recognition of Prior Learning
SAQA	South African Qualifications Authority

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PROFESSIONAL DESIGNATIONS POLICY



DEFINITIONS

Term	Definition
Applicant	A Knowledge Management professional seeking an assessment by KMSA
Assessment	A process of gathering and discussing information from the applicant in order to develop a deep understanding of what is known and understood
Interview Process	A standardised structure used by a panel to ask a set of predetermined questions, in a specific order and score answers
KMSA Board	A structure which jointly are responsible for the activities of KMSA
KMSA Board Member	A member elected to assist in the supervision of KMSA
KMSA Member	A Knowledge Management professional with a KMSA annual membership
KMSA Non-Member	A Knowledge Management professional without a KMSA annual membership
KM Professional Designation	A title or status conferred by KMSA in recognition of a person's expertise and/or right to practice
KMSA Secretariat	An entity involving multiple individuals executing daily administrative tasks on behalf of KMSA Board
Panel	A group of individuals with varying expertise tasked to provide input and opinion is required for an evaluation and make recommendations
Professional Body	An organisation with individual members practicing a profession or occupation in which the organisation maintains an oversight of the knowledge, skills, conduct and practice of that profession or occupation
Profession Designation Committee	A structure responsible for examining the application and supporting documentation to determine if the applicant holds the necessary and required qualifications
Portfolio of Evidence (PoE)	It is a showcase of your skills and accomplishments, tailored for the specific designation that one is applying for
Professional Pipeline	A hierarchy of related qualifications and/or professional designations that allow for vertical progression within a profession
Recognition of Prior Learning	The principles and processes through which the prior knowledge and skills of a person are made visible, mediated and assessed for the purposes of alternative access and admission, recognition and certification, or further learning and development
South African Qualifications Authority	The Authority established by the National Qualifications Framework Act (Act 67 of 2008)
Qualification	A qualification or part qualification registered on the NQF

Table of Contents

ACRONYMS..... ii

DEFINITIONS..... iii

1. INTRODUCTION 5

2. OBJECTIVES 5

3. PURPOSE..... 6

4. POLICY APPLICATION..... 6

5. POLICY CONTENT 6

6. KMSA PROFESSIONAL DESIGNATION CATEGORIES 8

DRAFT

1. INTRODUCTION

- 1.1. The KMSA's mission is to advance and promote the status of knowledge management professionals, while at all times acting in the interests of the society that aims to:
 - 1.1.1. Provide guidance and advice for continued personal and professional growth within the Knowledge Management community;
 - 1.1.2. Acknowledge members' achievements through awards and recognition;
 - 1.1.3. Provide members with opportunities for mentoring and networking; and
 - 1.1.4. Help organisations and employers understand the value of knowledge management within their individual industries (i.e. Government, Public or Private).
- 1.2. KMSA represents the Knowledge Management profession in South Africa, with the aim committed to the enhancement of the Knowledge Management profession, and the recognition of the prior learnings of all those who make up the Knowledge Management profession.
- 1.3. KMSA as an association adheres to consistently high standards, integrity and ethics and expects the same ethical standards and professional commitments from its members and from the Knowledge Management profession in general.
- 1.4. KMSA is dedicated to the advancement of the Knowledge Management profession and accreditation, through research, promotion, education, upliftment, guidance and strong relationships with the profession in general.
- 1.5. To ensure that KMSA maintains these standards the KMSA Board must ensure that all KMSA Members who are awarded professional designations are equipped with the necessary set of ethical standards and expertise. and where applicable, recognise prior learnings are recognised and credit given thereto in the awarding of the professional designation.

2. OBJECTIVES

- 2.1. The objectives are as follows:
 - 2.1.1. Develop a single, integrated professional designation framework for Knowledge Management Professionals in South Africa;
 - 2.1.2. Facilitate access to, and mobility and progression within, education, training and career paths including the integration of prior learning received within the workplace for the Knowledge Management professionals;
 - 2.1.3. Contributing to the full personal development of the KMSA Member by;

PROFESSIONAL DESIGNATIONS POLICY



- a. promoting and seek respect for the KM profession through the work of KMSA and
- b. bringing credibility to the KM profession.

- 2.1.4. Recognise and integrate prior learnings received in the workplace, by anyone forming part of the KM profession;
- 2.1.5. Encourage ethical, professional and social responsibility and accountability within the KM profession;

3. PURPOSE

- 3.1. This policy describes the KM Professional Designations to be followed in order to be accredited and assessed and allowed to use the KM Professional Designations and the Progression Pipeline making up the Knowledge Management Profession.
- 3.2. This policy also sets out the rules for the award of such Professional Designations and for the revoking of such Professional Designations.

4. POLICY APPLICATION

- 4.1. The policy applies to KMSA members and those applying for KMSA Professional Designation.

5. POLICY CONTENT

5.1. Policy Principles

- 5.1.1. KMSA will award three (3) specific Professional Designations which support the along the progression pipeline of the Knowledge Management profession. These are as follows:
 - a. Certified Knowledge Management Practitioner (CKM-Prac.)
 - b. Certified Knowledge Management Specialist (CKM-Spec.)
 - c. Certified Knowledge Management Master (CKM-Mas.)
- 5.1.2. KM's Professional Designations are voluntary to KMSA members.
- 5.1.3. KMSA maintains an inventory of assessment tasks that:
 - a. reflect the typical activities, problems, issues and situations that a Knowledge Management professionals are expected to be dealing with;

PROFESSIONAL DESIGNATIONS POLICY



- b. are to be pitched at the various levels of the Professional Designation along the Progression Pipeline;
- c. assess an applicant's practical experience and knowledge of Knowledge Management and its application in typical scenarios that Knowledge Management professionals would experience.

5.2. **Conditions for Awarding and Revoking the Professional Designation**

5.2.1. These Professional Designations may only be awarded to a Member who:

- a. is in good standing;
- b. makes a formal application to be assessed;
- c. meets the criteria for the awarding of the relevant Professional Designation;
- d. subscribes to KMSA Codes, Policies and Procedures;
- e. possesses an annual paid membership;
- f. has paid the prescribed accreditation application fee.

1.5.1. No member who has not been awarded a Professional Designation by KMSA may address themselves as such.

1.5.2. The award of the Professional Designation is for a period of twelve months. The re-award of the Professional Designation after the 24-month period is subject to the holder complying with KMSA's requirements for Continuous Professional Development (CPD).

1.5.3. KMSA may revoke the Professional Designation if the holder is:

- a. no longer a KMSA Member;
- b. no longer a KMSA Member in good standing;
- c. found to be in breach of KMSA's Codes, Policies and Procedures;
- d. no longer actively practices as Knowledge Management Professional.

PROFESSIONAL DESIGNATIONS POLICY



6. KMSA PROFESSIONAL DESIGNATION CATEGORIES

The KMSA offers the following professional designation categories:

DESIGNATION	CRITERIA	QUALIFICATION	EXPERIENCE
a) Certified KM Practitioner	<ul style="list-style-type: none"> a) Possess proven knowledge and understanding of the fundamentals of KM b) Personal qualities of integrity, credibility, and commitment to the values of KM. c) Keep abreast of new systems, technologies and developments in KM. 	Degree/BTech (NQF 7) AND/OR RPL	1-5 years' relevant experience
a. Certified KM Specialist (CKMS)	<ul style="list-style-type: none"> a) Possess proven knowledge and understanding of the fundamentals of KM. b) Provide leadership and championship for KM. c) Proven record of planning and implementation of large scale KM projects d) Build capacity for KM through the allocation of human, financial and technological resources e) Keep abreast of new systems, technologies and developments in KM 	Honours Degree/ Post-Graduate Diploma/Masters (NQF 8) AND/OR RPL	10 years' practical experience in Knowledge Management
a) Certified KM Master	<ul style="list-style-type: none"> a) Makes a strategic contribution to KM profession through creation of new knowledge; b) Acts as a role model and champions the Profession through their eminent standing as well respected and credible leaders with a track record of tangible impact; c) Provide direction, leadership, championship, sponsorship and stewardship in support of KM; d) Shows a steadfast commitment to advancing the development of KM to meet current and future challenges; e) Keep abreast of new systems, technologies and developments in KM. 	Master's degree/PhD (NQF 9/10) AND/OR RPL	15+ years' practical experience in Knowledge Management