



Project Management Zimbabwe

The Centre for Project Management excellence!

ACCREDITATION OF PRIVATE COLLEGES, EDUCATORS & TRAINERS

NB: Applicable from January 2015

POLICIES AND PROCEDURES

www.pmiz.org.zw

“The centre for Project Management excellence in Zimbabwe”

WHAT IS PMZ ACCREDITATION?

PMZ ACCREDITATION is a formal academic process of registering Educators, private colleges, consultants, independent institutions and Trainers who intend to offer PMZ training products and services. In terms of the PMZ Rules and Higher Education Act, it is illegal to purveyor PMZ courses without requisite accreditation. Formal registration with PMZ allows the college/trainer to enjoy all the accompanying benefits and publicly market and offer PMZ products and services. This **10 page** document outlines the accreditation policies and procedures for Zimbabwe institutions and project management trainers as approved by the PMZ Academic committee within the global best practices:

While the policies in this document are generally aimed at private training organisations, training authorities within Government Departments that only offer appropriate educational programmes to their own employees are also encouraged to become a PMZ Registered Education and Training Providers. Government PMZ RETP benefits are the same as those extended to all other PMZ RETPs.

PLEASE NOTE:

PMZ RESERVES THE RIGHT TO REJECT ANY APPLICATION IF IN THE OPINION OF PMZ, THE EDUCATION PROVIDER AND /OR THE COURSES OFFERED DO NOT MEET THE REQUIREMENTS AND /OR STANDARDS. PMZ FURTHER RESERVES THE RIGHT NOT ENTER INTO ANY CORRESPONDENCE REGARDING THE REJECTION OF THE APPLICATION. IN THE EVENT OF AN APPLICATION BEING REJECTED THE FULL REGISTRATION FEE ACCOMPANYING THE APPLICATION WILL BE RETURNED.

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VISION OF PMZ

The vision of PMZ is to become Africa's leading center for Project Management excellence

MISSION

The PMZ has been established to be the National Association of Project Managers with a vision to furthering professionalism and to achieve recognized standards of certification for project managers in Zimbabwe. PMZ intends to foster ethical practices within the global values of best practices.

Strategic Objectives of PMZ

- Foster recognition of the need for professionalism in project management.
- To provide a forum for the free exchange of project management information, challenges, proffering of solutions and their plausible applications.
- To coordinate industrial and academic research effort in the field of the management.
- Develop acceptable standard terminology, tools and techniques to improve project management communication and systems.
- Provide interface between users and suppliers of hardware and software computer systems.
- Provide guidelines for instruction and career development in the field of project management.
- Train and certify potential and existing project management practitioners in conjunction with local and international educational authorities and centres.
- To process the registration and accreditation of project management professionals, consultants and project oriented companies
- Contribute to and inculcate appropriate project management standards and national qualifications.
- To develop curriculum Higher Education Learning

Benefits of being an Accredited PMZ Education and Training Providers

In general, the benefits of being a PMZ Registered Education and Training Provider (RETP) are:

1. Permission to publicise your organisation as a “PMZ Registered Education and Training Provider” (PMZ RETP).
2. Licence to use the official “PMZ” and RETP logos appropriately in promotional and course material consistent with programme policies.
3. Opportunity to list up to three programmes in the searchable database of PMZ Registered Education Provider Programmes posted on the PMZ website- the number one website for project management in Zimbabwe. Additional programmes may be listed (refer to registration fees). A programme may be a conference, seminar or educational product and may be offered at multiple times and locations. A change in duration or content of the programme constitutes a new programme that must be re-listed or listed separately. Colleges are also eligible to take up advertising space in the PMZ Annual Prospectus.
4. Listing as a provider of project management training on the PMZ Education web pages and/ or annual prospectus.
5. Listing in an annual education edition of Project Manager, the publication for the PMZ members.
6. Receive a Report of Member Learning Needs Survey conducted annually by PMZ.
7. Opportunity to provide recommendations and input to the PMZ Accreditation policies and procedures.
8. Opportunity to attend PMZ Forums (when applicable).
9. Opportunity to apply for the PMZ RETP Awards for Excellence.

PMZ ACCREDITATION CRITERIA and PROCESS

1. QUALIFICATION

PMZ accreditation is eligible to all private colleges, training consultants and public training authorities who are legally registered with Ministry of Higher Education Registrar of Colleges. Applicants must have been offering courses related to the project management for at least two years and not accredited with another Project Management competing institution.

2. FEES AND PAYMENT TERMS

- a) The PMZ Registered Education Provider registration fee for CPM and DPM is \$900 valid for three years (36 months) as per conditions outlined in the membership grades. The application will be evaluated by a panel from the PMZ academic committee. All fees must accompany the application by way of a cheque or bank deposit / transfer. Any required payment terms must be negotiated with the PMZ Secretariat office.
- b) The PMZ registered Education Provider registration fee for colleges and **training centres approved to offer** Post Graduate Diploma in Project Management (PGDPM) training is \$1800 valid for 3years.

3. APPLICATION PROCESS

Institutes intending to accredit will write an application letter on their letterhead to the PMZ Secretariat and submit together with the PMZ Accreditation Registration form. The completed application form must accompany the college's proof of valid registration with Ministry of Higher Education as well as evidence of payment of the accreditation fee. After receiving the application, a team of PMZ Academic committee members will assess the documents and make appointment to meet applicant authorities and visit the training centre. If all criteria has been satisfied, response in writing will be issued and membership certificate valid for three years will be awarded within 30 days.

DUTIES and OBLIGATIONS OF PMZ

- PMZ will Process application for the accreditation and issue the registration and membership certificate to approved centres within 30 days. All accredited centres will be listed on the PMZ website and Prospectus including all running periodic advertising messages in public media.
- PMZ will Register Project Management students for Membership and Examinations as per the list submitted by the accredited college/institution. All students who register for the PMZ examinations automatically qualify for membership registration and will receive individual membership cards and certificates. Please refer to annual PMZ Prospectus for registration fees and deadlines.
- PMZ will Assess and Examine Certificate and Diploma training in Project Management via June and November examination sessions within the guidelines of the published national curriculum outlined in the PMZ Prospectus. The annual calendar of examination sessions for June and November will be issued in February each year. PMZ will host and administer all examination sessions in 2 centres i.e. Harare and Bulawayo.
- PMZ will provide core guiding and learning material for each registered institution i.e. Full Prospectus, key modules, PMZ tutors –if required, library services, etc. PMZ will run Train the Trainer workshops for selected centres to orient their Administrators and Trainers in the PMZ Curriculum at least once a year.
- PMZ will Accredite and Certify successful Certificate and Diploma candidates soon after relevant assessment and evaluation. PMZ will issue and publish results twice a year and host at least one graduation ceremony per year.
- All PMZ tuition centres will enjoy PMZ driven publicity on all PMZ corporate communication material in public print and electronic media as well as on the website all year round. Relevant point of sale promotional material and novelties will be issued to all accredited centres periodically.

DUTIES and OBLIGATIONS OF ACCREDITED INSTITUTIONS

- Each accredited centre will complete the PMZ Corporate Higher Education centre application form and pay the requisite member fee, **valid for 3 years**- as per the procedures outlined above.
- Appoint at least one member of staff to be part of PMZ accreditation standing technical committee. The member will attend annual PMZ Train the Trainer workshops and augment the PMZ academic committee functions and serve as contact point of responsibility in all administrative matters.
- Recruit, select and train qualifying students for the certificate and diploma courses within the new criteria outlined in the PMZ prospectus. Centres will **not** run other parallel project management courses accredited by other competing institutions simultaneously.
- Design Tuition programmes and timetables for the offered PMZ Certificate and Diploma courses and display these, and forward copies to PMZ Academic committee.
- Confirm the list of students ready for examinations sitting periodically for the PMZ June and November sessions within the specified deadlines.
- Allow PMZ Academic Committee Team members periodic access to Learning Quality Audits within campus as per prospectus guidelines and contribute feasible periodic improvement suggestions.
- Contribute to curriculum development matters and convey essential value adding information to PMZ regularly as and when necessary.

PMZ ACCREDITED EDUCATION & TRAINING PROVIDER CODE OF ETHICS

PMZ has a prime objective of promotion of consistent PM standards of professionalism and service in all industries in Zimbabwe. All members of the institute are therefore committed to acting in a professional manner in their dealings with customers, partners, employees and the public. All accredited PMZ education centres, will be required to abide by the following conditions of participation:

1. Provide accurate, complete and truthful information to PMZ in all transactions and make full disclosures of all information requested by PMZ in a timely manner.
2. Satisfy in full all the duties and responsibilities of all accredited centres as provided in this policies and procedures document.
3. Conduct all educational and business operations in an ethical, professional and lawful manner, respecting the rights and worth of all educational programme participants.
4. Accurately represent PMZ experience and capabilities. When giving advice, do so within own experience and capabilities.
5. Offer those products and services for which they have the trading rights and ability to deliver.
6. Express clear and factual information in advertisements, statements to the media and other communications.
7. Provide full, accurate and truthful statements and representations regarding business activities, programmes, fees and services in all marketing advertising of products, publications and related communication.
8. Treat all information received from customers that is not in the public domain as confidential, and provide proper security for confidential material that has been entrusted to them.
9. Make no statements or representations indicating or implying in any manner that PMZ has accredited, sponsored, certified or endorsed any programmes, products, publications or services without due permission.
10. Use the approved PMZ logo along with its associated approved statements set forth above, only in conjunction with those educational

programmes and only those programmes which have been registered with PMZ.

11. Advance the integrity of the Project management profession, consistent with the public interest and objectives of PMZ.
12. Act in a fair manner when competing with or against other PMZ Accredited centres.
13. Ensure that all members of staff are aware of this code and encourage adherence.
14. Refrain from any manner of discrimination with respect to the programmes provided under this agreement, including but not limited to, discrimination on the basis of race, ethnic, colour, gender, disability, religion or sex.
15. Comply with all applicable public educational laws of the country, copyrights, and all applicable laws and PMZ policies regarding intellectual property rights. Proper notices of PMZ ownership of its copyrights, trade, service or certification marks with all uses of such copyrights and marks must always be indicated.

In the event that the accredited centre voluntarily withdraws from or are required to leave the accreditation programme, they will discontinue all use of the PMZ logos, marks, materials and statements and declare disassociation from PMZ representation immediately.