



DIRECTORATE FOR REGISTRATION AND RECOGNITION

**EVALUATION REPORT FOR THE RECOGNITION OF PROFESSIONAL BODIES AND
REGISTRATION OF PROFESSIONAL DESIGNATIONS**

Name of Professional Body	Black Management Forum (BMF)
Statutory or Non-Statutory Body	Non-Statutory
Sector	Business, Commerce and Management
Physical Address	BMF House, 12 Summer Street, Rivonia
Application Signed by CEO / Registrar/ Board Chairperson	Yes
Number of Designations Applied for	3
Date of Site Visit	15 August 2024
Date of Gazette Notice	



PROFESSIONAL BODY RECOGNITION AND PROFESSIONAL DESIGNATION REGISTRATION

DESKTOP EVALUATION REPORT

NAME OF BODY: Black Management Forum (BMF)

Background

The Black Management Forum (BMF) is a non-political, non-racial, and non-sexist organisation, focusing on the development of managerial leadership and the creation of managerial structures that are reflective of the demographics and values of the broader South African society. It was established in 1976 when a group of black individuals came together as a support group to address the challenges of corporate structures in South Africa.

On 26 February 1981, BMF was registered as a Section 21 Company in terms of the Companies Act of 1973. It is currently registered as a non-profit company with the Companies and Intellectual Property Commission (CIPC) in terms of the Companies Act of 2008.

The objectives of the BMF are:

- To urge and assist the professionals and personal development of its members and to create a social environment that is conducive to establishing lifelong social and economic opportunities.
- To advocate for a just economic society for the collective advancement of primarily black people in the social and economic mainstream.

Compliance summary table

No	Item	Yes	No
1	Legally Constituted Entity	✓	
2	Good Corporate Governance Practices	✓	
3	Transformation	✓	
4	Human Resources	✓	
5	Premises	✓	
6	Financial Resources	✓	
7	Awarding of Professional Designations	✓	
8	Recognition of Prior Learning	✓	
9	Continuing Professional Development	✓	
10	Membership Database	✓	
11	Career Advice Information	✓	
12	Code of Conduct and Protection of the Public	✓	
13	Education and Training	✓	
14	The Proliferation of Professional Bodies	✓	
15	Professional Designations	✓	
16	Application fees	✓	

1. Area of concern

BMF has seven (7) designated members out of 1361 members.

2. Areas of improvement

BMF must award more designations to its members.

3. CRITERIA FOR RECOGNISING A PROFESSIONAL BODY

RR evaluated the application against the *Policy and Criteria for Recognising a Professional Body and Registering a Professional Designation for the Purposes of the NQF Act*. Black Management Forum (BMF) was found to meet some of the criteria for recognising a professional body listed below:

3.1 Legally Constituted Entity

BMF is a Non-profit Company registered with the Companies and Intellectual Property Commission (CIPC) on 26 February 1981 with registration number 1981/ 001893/08.

The following document(s) were submitted:

- CIPC registration certificate.
- CIPC disclosure certificate.
- CIPC Memorandum of Incorporation (MOI).
- List of designated members.

3.2 Good Corporate Governance Practices

BMF submitted the following documents:

- Terms of Reference of the Board.
 - Minutes of the 45th Annual General Meeting (AGM).
 - List of Board members.
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- The Board of Directors (Board) is responsible for the business affairs of the professional body.
 - The Board consists of no less than three Directors.
 - The Board comprises BMF Chairpersons of various provinces in the republic, elected Directors, co-opted Directors, Managing Director, Chairperson of the National Young Professionals, Chairperson of the National Student Chapter, and the Company Secretary.
 - Currently, BMF has 15 Board members.
 - The Board appoints the President and Deputy President.
 - The President holds office for a term of three years.
 - The Board appoints the Managing Director to serve as full-time employee of the organisation with the responsibility of daily management and administration of the organisation.
 - The Board may appoint another person as a Financial Director of the organisation.
 - The Board has powers to establish committees to enable it to perform its functions more efficiently.

3.3 Transformation

BMF submitted its transformation policy.

Managerial Leadership Development

- The focus of the BMF is to expand the capacity of individuals to perform well in leadership roles.
- This means helping members understand how to execute a company's strategy and focusing on the importance of the development of human capital - which in turn creates a sustainable supply of critical skills which are vital to a thriving economy.

Socio-economic Transformation

- The BMF recognises the untapped potential of South Africa through its diverse cultural landscape and abundant natural resources.
- However, economic disparity and unequal distribution of income are casting a shadow over this potential.
- 24 years since embracing democracy, South Africa is still faced with immense poverty.
- The BMF constantly seeks to focus on being a catalyst for socio-economic transformation to create long-term growth and stability for all.

Advocacy and Lobbying

- The BMF has historically played an important role through advocacy to advance the national objectives of socio-economic transformation.
- This is one of the four pillars of the *raison d'être* of the BMF.

Membership acquisition and retention

- As a membership organisation, the acquisition and retention of BMF members remains one of the professional body's strategic occupations.
- In this regard, the organisation remains in constant pursuit of the attention of managers, professionals, and entrepreneurs.

Youth and women empowerment

- The BMF is committed to the emancipation of female professionals, as well as females and youth in the wider society.
- It is the responsibility of BMF to ensure participation in impactful outreach programmes that raises awareness and mobilises financial resources for children's health and education, most especially that of the girl child.

Demographic composition of the Board

	Black	Indian	Coloured	White	Total
Male	9	0	1	0	10
Female	4	1	0	0	5
Total	13	1	1	0	15

3.4 Human Resources

BMF submitted its organogram.

- BMF has 19 full-time employees.

Demographic composition of staff members

	Black	Indian	Coloured	White	Total
Male	6	0	0	0	6
Female	13	0	0	0	13
Total	19	0	0	0	19

3.5 Premises

BMF submitted a CIPC certificate confirming that the professional body is located at Stand 64, Summer Street 12, Rivonia, 2146.

3.6 Financial Resources

- BMF submitted the audited annual financial statement for the periods ending 31 May 2021, 2022, and 2023.
- According to the Auditor's opinion, the financial statements present fairly, in all material respects, the financial position of Black Management Forum as at 31 May 2023, and its financial performance and cash flows for the year then ended in accordance with the International Financial Reporting Standard for Small and Medium-sized Entities and the requirements of the Companies Act of South Africa.
- BMF mainly generates income through membership fees.

3.7 Awarding of Professional Designations

BMF submitted its designation policy and framework.

The Membership and Professional Development Committee is responsible for the development, awarding, monitoring and revoking of designations.

The committee is tasked with the following:

- reviewing key policies, principles and processes and ensuring they remain relevant and fit for purpose.
- consider applications for designations by members.
- recommend/award professional designations.
- revoke professional designations assigned.

Criteria for awarding a designation

- Be a member in good standing.
- Have a portfolio of evidence.
- Have the underlying NQF Registered qualification.
- Successful completion of the Competency Assessment/Board Examination
- Demonstrable practical experience

The grounds for revocation include:

- Conviction of a crime arising out of the member's performance or non-performance of professional duties.
- Disciplinary or employment action (such as suspension, termination, demotion, or transfer) by the employer against the member, arising from the member's performance or non-performance of professional duties.
- Breach of the BMF Code of Conduct.
- Lack of compliance with the BMF Continuing Professional Development Policy.

3.8 Recognition of Prior Learning (RPL)

BMF submitted its RPL policy.

RPL criteria

- No underlying qualification.
- Relevant Professional Work Experience.
- Portfolio of Evidence (PoE).

RPL application procedure

- Candidate applies for RPL.
- BMF acknowledges receipt of the application.
- Candidate collects evidence and compiles a portfolio of evidence.
- Candidates submits a portfolio of evidence for assessment.
- The Assessor assesses evidence, makes a judgement and a decision.
- The Assessor provides feedback to the candidate.
- RPL results are submitted to the Membership and Professional Development Committee for awarding of a designation.
- Assessment decision is verified and recorded.

RPL Assessment

- RPL assessment evaluates against experience required and the person needs to prove their competence.
- Upon completion of the assessment, the candidate is acknowledged for the learning they have been able to display and awarded the appropriate professional designation that fits the level of experience.
- RPL is only conducted upon submission of certified Portfolio of Evidence (POE) stating the exact experiential outcomes achieved.

3.9 Continuing Professional Development (CPD)

BMF submitted its CPD policy.

Objectives of CPD

- BMF CPD required is applicable only to members with a professional designation.
- Members who wish to register for CPD need to renew their registration every five (5) years to maintain their designation in a manner prescribed by the Forum and must be fully paid members of the Forum.

In addition to the above, BMF registered professionals/ members may participate in CPD activities to:

- Maintain competence and personal development.
- Ensure continuous improvement in the acquisition of academic and professional skills.
- Develop deeper and specialized knowledge through a spectrum of activities.
- Broaden their knowledge of a field or a range of fields of work.
- Ensure skills growth acceleration and innovation.

Categories of CPD, allocation of hours, and measurement

- CPD is the responsibility of individual members. BMF will provide a framework for facilitating CPD.
- CPD will not be applied for progression to the next level of designation, and the member must complete the BMF structure programmes for progression to the designation.
- CPD compliance requires a member to accumulate hours for:
 - Practicing as a manager/transformational professional.
 - Keeping abreast of developments in the management profession formal/structured programmes.
 - Keeping abreast of developments in the management profession Informal/unstructured programmes.
- A minimum of 120 CPD points should be accumulated per three-year cycle.
- BMF members are to submit their CPD logbooks in the prescribed format to the BMF office annually by 31 March.
- Failure by designated members to submit such proof to BMF would result in the member not being eligible to use their professional designation.
- BMF will publish a name list of such members on its website, and the applicable members will be afforded six (6) months to submit proof of points. Failure to provide evidence of points after this 6- month grace period would result in the applicable member losing their designation and good standing with BMF.

3.10 Membership Database

- BMF submitted a list of designated members.
- BMF has seven designated members.

Demographic composition of individual members

	Black	Indian	Coloured	White	Total
Male	741	4	10	1	756
Female	580	8	14	3	605
Total	1321	12	24	4	1361

Demographic composition of Certified Transformation Professionals

	Black	Indian	Coloured	White	Total
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Male	1	0	0	0	1
Female	0	0	0	0	0
Total	1	0	0	0	1

Demographic composition of Certified Transformation Manager

	Black	Indian	Coloured	White	Total
Male	4	0	0	0	4
Female	1	0	0	0	1
Total	5	0	0	0	5

Demographic composition of Certified Transformation Director

	Black	Indian	Coloured	White	Total
Male	1	0	0	0	1
Female	0	0	0	0	0
Total	1	0	0	0	1

3.11 Career Advice Information

- BMF has partnered with Duke CE to bring the Management and Leadership in Action Programme.
- The programme is purposefully designed to enable learners to thoughtfully spearhead not only their leadership goals, but also the pivotal growth strategies needed for the organisation.

Are there any other programmes in place?

3.12 Code of Conduct and Protection of the Public

BMF submitted the following documents:

- Code of Conduct.
- Disciplinary process and procedure.
- The Code of Conduct articulates the values that BMF wishes to foster in its members.
- Members who contravene the Code of Conduct are subject to a disciplinary process.

The Disciplinary Procedure

- All grievances are to be lodged in writing using a form (“the grievance notice”) to be provided from time to time.
- The grievance must be lodged with branch chairperson, provincial chairperson and/or company secretary depending on the nature of grievance.
- The grievance is referred to the Disciplinary Committee (DC) for investigation.
- The DC calls upon any member who is suspected of having breached the Code of Conduct and for witnesses, where applicable, to furnish the DC, with such information as it may deem necessary to properly consider the alleged breach.
- The DC further investigates, requests, and obtains information in relation to an alleged offence.
- The DC hands down a verdict as to whether the breach of the said Code of Conduct was committed by the member concerned or not.
- The DC may order suspension for such period as it may be, in its sole discretion, deem fit or expel of any member who, in its opinion, has breached the Code of Conduct or whose conduct warrants suspension or expulsion.
- The DC’s decision on matters dealt with in this clause are final and binding upon the member concerned.
- The DC will be from the date of its appointment endeavour to complete its investigations and to deliver its verdict within a period of three months.

Appeal procedure

- A member may appeal to Provincial Executive Committee [PEC] with regards to his expulsion, suspension and /or any other reprimand concerning his /her membership as a result of disciplinary action taken against him.
- Such appeal must be lodged, in writing with the Provincial Chairperson or Deputy –Chairperson, by not later than 14 (Fourteen) calendar days after the member was informed in writing by Manco of the DC ‘decision.
- PEC will thereafter have 14 (calendar days) to consider the appeal and apply its mind and must inform the member concerned of its decision in writing, stating the reasons thereof.

- If the PEC upholds the decision of the DC, then the member may in writing appeal to the board within 14 calendar days from the date on which the PEC informs the member of its decision and state his/her reasons for the appeal.
- The decision of the Board must be in writing, stating the reasons therefore and will be final and binding.
- The board shall endeavour to consider the matter and make its decision within three months but in any event within the reasonable time.

3.13 Education and Training

BMF complies with Clause 17 of the Policy and Criteria for Recognising a Professional Body and Registering a Professional Designation for the Purposes of the National Qualification Framework Act, Act 67 of 2008 (2023).

- It is not accredited as an education and training institution by a Quality Council.
- The Department of Higher Education and Training has not registered BMF as an educational institution.

3.14 Proliferation of Professional Bodies

- There is no statutory professional body operating in the sector.
- Association of B-BBEE Professionals (ABP) is the only SAQA recognised professional body operating in the sector.

Evidence of consultation

BMF submitted evidence of consultation with the following organisations in the sector:

- Association of B-BBEE Professionals (ABP)
- Association for Advancement of Black Accountants of Southern Africa (ABASA)
- Institute of Business Advisors Southern Africa (IBASA)

4 CRITERIA FOR RECOGNISING A PROFESSIONAL DESIGNATION

4.1 Designation(s) to be Registered.

Designation Title: Certified Transformation Professional (CTP SA)

Short Description:

This is an entry-level designation for individuals who have an interest in participating in transformation activities, such as awareness programs, training programs, and socioeconomic initiatives aimed at improving their workplace and the communities they live in. These individuals should demonstrate an understanding of the socio-economic imbalances in South Africa and show a willingness to contribute to solutions that address the challenges faced by society. For example, they might be part of an NGO or a team in the workplace that deals with socio-economic issues.

CRITERION

Underlying NQF Registered Qualification

Any Diploma or Advanced Certificate at NQF Level 6.

Experiential / Practical Experience / Experiential Learning

Have at least a minimum of 3 to 6 years of practical experience in Junior or senior management.

Competency Assessment / Board Examination

Assessment Committee to conduct competency assessments.

Continuing Professional Development (CPD) Requirements

120 CPD points in a three-year cycle.

Designation RPL Statement

The applicants must submit a Certified Portfolio of Evidence (POE) stating the exact Experiential Outcomes achieved.

Designation competencies:

- Show an understanding of the South African socio-economic landscape
- Play a supporting role in organisations and show commitment to advancing transformation in the workplace and community.
- Work with various organisational leadership styles to build consensus around strategy and implementation.
- Assemble and motivate high-performance teams.

- Display interpersonal communication and presentation skills as well as proven organisational skills, including organisational development, budgeting, resource development, resource allocation, and strategic planning
- Manage a high-performance team
- Make strategic contribution to organisational performance and leads both the profession and the business through their in-depth knowledge of current and future people management challenges facing the industry and the economy?
- Take responsibility for large projects of work over long timeframes, whole functions and is used to influencing and operating at the Board level, driving required to change, and making sense of complexity and ambiguity for the benefit of the business.

RETAINING CRITERIA

To ensure the currency of professional knowledge and to retain the Professional Designation, the professional must comply with the following minimum requirements:

Code of Conduct

Designees are required to adhere to the Professional Code of Conduct.

Continuing Professional Development (CPD)

Designees are required to obtain 120 CPD points in a three-year cycle.

Fees

Designees are required to pay the annual membership fee.

Professional Designation Progression Pathway

Certified Transformation Professional (CTP SA)

Certified Transformation Manager (CTM SA)

Certified Transformation Director (CTD SA)

For more information on this Professional Designation, please visit the website at www.bmfonline.co.za.

Designation Title: Certified Transformation Manager (CTM SA)

Short Description:

This is an intermediary designation for an individual responsible for leading a team of employees or members whose activities contribute to the transformation of their team, department, company, or even society as a whole. The individual should have leadership responsibilities ranging from supervisor to senior manager within an organization. They must demonstrate the ability to plan, organize, monitor, and lead a team in the context of transformation. Additionally, they should serve on committees such as transformation, employment equity, skills development, and social responsibility committees.

CRITERION

Underlying NQF Registered Qualification

Any Bachelor's degree or Advanced Diploma at NQF Level 7.

Experiential / Practical Experience / Experiential Learning

Have at least a minimum of 3 to 6 years of practical experience in Junior or senior management.

Competency Assessment / Board Examination

Assessment Committee to conduct competency assessments.

Continuing Professional Development (CPD) Requirements

120 CPD points in a three-year cycle.

Designation RPL Statement

The applicants must submit a Certified Portfolio of Evidence (POE) stating the exact Experiential Outcomes achieved.

Designation competences:

- Shows an understanding of the South African socio and transformation landscape.
- Work with others in the quest to lift them Up.
- Demonstrates advanced knowledge and skills of financial literacy, and how it impacts the organisation.
- Demonstrates a degree of knowledge of organisational behaviour and how their contribution matters.
- Provide evidence of being in a leadership role in the community for a project.

- Demonstrate knowledge of the existence of BMF and the relevance of BMF in the current day.
- Demonstrates some degree of knowledge for the appreciation of human capital.
- Demonstrates some degree of practicing essential interpersonal manager.

RETAINING CRITERIA

To ensure the currency of professional knowledge and to retain the Professional Designation, the professional must comply with the following minimum requirements:

Code of Conduct

Designees are required to adhere to the Professional Code of Conduct.

Continuing Professional Development (CPD)

Designees are required to obtain 120 CPD points in a three-year cycle.

Fees

Designees are required to pay the annual membership fee.

Professional Designation Progression Pathway

Certified Transformation Professional (CTP SA)

Certified Transformation Manager (CTM SA)

Certified Transformation Director (CTD SA)

For more information on this Professional Designation, please visit the website at www.bmfonline.co.za.

Designation Title: Certified Transformation Director (CTD SA)

Short Description:

This is the highest designation for an individual at the director, executive, or board level who is responsible for developing, influencing, and overseeing the implementation of transformation policies. This role includes promoting these policies and ensuring they are effectively integrated into the organization's strategic initiatives.

CRITERION

Underlying NQF Registered Qualification

Any qualification at NQF Level 9.

Experiential / Practical Experience / Experiential Learning

Have more than 10 years of practical experience in leadership/executive/Director level position

Competency Assessment / Board Examination

Assessment Committee to conduct competency assessments.

Continuing Professional Development (CPD) Requirements

120 CPD points in a three-year cycle.

Designation RPL Statement

The applicants must submit a Certified Portfolio of Evidence (POE) stating the exact Experiential Outcomes achieved.

Designation competencies:

- Demonstrate independent judgment and discretion in performing required work activities.
- Engaging in work-related requirements that involve gathering data, data analysis, data interpretation, research, and applied implementation of results.
- Development and implementation of strategies for management functions.
- Demonstrate practical interpersonal skills, including working with, managing or leading teams in the decision-making of managing projects.
- Take individual accountability for management actions and organizational results with financial implications, including the management of budgets.
- Routinely interact between and among other management professionals, as part of a professional management community.
- Maintain and continue professional learning and development in management practices.
- Engage within defined practices of ethical and Behavioral conduct.
- Participate in Black Management Forum conferences, annual general meetings, local chapter activities, research and writing of articles for Black Management Forum publications, etc.

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Code of Conduct

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Continuing Professional Development (CPD)

Designees are required to obtain 120 CPD points in a three-year cycle.

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Designees are required to pay the annual membership fee.

Professional Designation Progression Pathway

Certified Transformation Professional (CTP SA)

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For more information on this Professional Designation, please visit the website at www.bmfonline.co.za.