

**INSTITUTE FOR LOCAL GOVERNMENT MANAGEMENT**  
**DESIGNATIONS ACCREDITATION FRAMEWORK**  
**JUNE 2013**

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**Introduction:** The objectives of this framework are to set the rules and parameters whereby the association accredits members professionally to use certain professional designations. The framework is based on the competency profile for Municipal Managers published by the department of cooperative governance, as required by regulations in terms of the Municipal Systems Amendment Act of 2011.

**Designations:** The association accredits members with the designation “accredited municipal manager”, abbreviated as “AMM”, using the competency profile as the benchmark for this designation and a peer review process.

**Application process:** Members apply for accreditation by completing the application form provided on the website of the association and forwarding to the secretariat complete with evidence of academic qualifications, work experience and industry testimonials. Evidence to be provided accordingly and ordered according to the sections of the competency profile as gazetted from time to time.

**Accreditation committee:** The applications for accreditation are evaluated on a quarterly basis at sittings of the accreditation committee and applicants are advised of the outcome of the application process no later than one week after the sitting of the accreditation committee.

**Peer interview:** The applicant will attend meetings of the accreditation committee at own expense and will make him or herself available for an interview based on the evidence provided.

**Candidate AMM:** Applicants that meet the academic and affiliations requirements of the skills profile, but who cannot demonstrate competence in all the categories of experience and expertise, may be classified as “Candidate Accredited Municipal Managers” abbreviated as “CAMM” if the accreditation committee is of the opinion that the candidate is in a suitable work situation to acquire the required competencies in the following three years. The CAMM candidate will need to re-apply again when a stronger body of evidence is on hand.

**Fees:** The board will from time to time set a fee for members to apply for accreditation, at a level suitable to recover the costs of the accreditation committee members and the estimated administrative costs of the process.

**Composition of the accreditation committee:** The board appoints an accreditation committee consisting of four members, of whom two must be well experienced municipal managers in good standing and two members must be independent and suitable academics in the field of municipal management, who are not members of the association. Members of the board are not permitted to serve on the accreditation committee.