

IPMZ PROFESSIONAL MEMBERSHIP REGULATIONS
Revised February 2017



INSTITUTE OF PEOPLE MANAGEMENT OF ZIMBABWE

PROFESSIONAL MEMBERSHIP REGULATIONS

(These Regulations are made in terms of clause 14 of the Constitution of the Institute of People Management of Zimbabwe (hereinafter referred to as 'IPMZ'), and come into operation on the 26th day of July 2012)

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'THE VALUE OF MEMBERSHIP IS PRICELESS'

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Basis for these Regulations

Chapter VI, clause 27 of the Constitution envisages the registration of Human Resource (hereinafter referred to as 'HR') Professionals in **Current Practice and in Good Standing**; while clause 2.7 of the Council Regulations provides for the promulgation of Professional Membership Regulations for the proper guidance of members on the specific requirements of professional membership.

1. **Voluntary Professional Membership**

Registration as a professional member of the Institute is voluntary and an option. Members preferring to be registered as professional members are required to commit to both the letter and the spirit of these regulations. Such registration comes with the expected benefits and obligations of professional membership.

2. **Recognition of People Management and Development as a Profession**

The intention is to recognise the professionalism of the occupation of people management and development by prescribing the competencies required of different levels of practice within the profession. The recognition requires practitioners to have their qualifications, experience and competencies subjected to an evaluation process. Once the documented criteria are met and the membership level allocated, the individual is required to provide proof of **continued practice and good standing** at each anniversary of the original date of allocation. This will include the need for a certain number of points of Continued Professional Development (CPD) as stated in the regulations.

3. **Professional Membership Levels (Summary)**

A. Practitioners

- (i) HR Graduate [HR Grad]
- (ii) HR Technician [HRT]
- (iii) HR Practitioner
 - (a) Generalist [HRP G]
 - (b) Specialist [HRP S]
- (iv) Chartered HR Practitioner
 - (a) Generalist [CHRP G]
 - (b) Specialist [CHRP S]
 - (c) Consultant [CHRP C]

Only current IPMZ members allocated these levels through the Professional Membership Adjudication Committee process may use these initials, subject to annual renewal as stated in these regulations.

4. The Eight Pillars of Human Resource Management Practice

The Institute recognises the following as the pillars of the profession:

- 4.1 Human Resource Planning:** determining the 1 to 5 year strategic requirements of the organisation in terms of staffing quality and quantity and developing and implementing plans to ensure the requirements are met;
- 4.2 Resourcing:** developing and implementing a system that provides both objective and subjective data and information which enables the organisation to determine the applicant who will perform to required standards, fit with the organisation culture and be committed to the organisation's values and objectives. Ensuring the system that is statute compliant is fair and equitable and is proven by correlating with performance;
- 4.3 Performance Management:** developing and implementing a system which translates the organisation's mission and strategy into a comprehensive set of performance measures that provides the framework for a strategic measurement and management system;
- 4.4 Learning and Development:** using the strategic plan and performance management data and information to develop and implement a system which provides the organisation's people with the required competencies to achieve the required performance in all respects;
- 4.5 Compensation/Reward Management:** determining through the application of a recognised job evaluation and grading system compensation that is based on the level of contribution of the position, market competitive practice and the ability to pay that will attract and retain the people the organisation needs to achieve its strategic goals;
- 4.6 Labour Relation Management:** ensuring that the organisation's policies and practices support the achieving of strategic objectives in terms of best labour practice and reputation enhancement, are viewed as being fair, are statute compliant and prevent loss of resources through industrial action;
- 4.7 Safety, Health, Wellness and Environmental Management:** developing and implementing best practice, including statute compliance and monitoring and reporting accordingly to provide an environment in which people can safely work. In addition providing training and awareness programmes in all aspects and a health care management provision;
- 4.8 Organisational Development:** developing and implementing projects aimed at changing organisation practices in order to improve efficiency and effectiveness and enhance profitability. This includes the mentoring, coaching and counselling of line management in effective people management skills.

5. The Process of Professional Membership Certification

5.1 Requirements for Professional Certification

HR Practitioners seeking certification as a Human Resource Professionals will need to meet the following criteria:-

5.1.1 Be in current HR practice and a member in good standing;

5.1.2 Hold the IPMZ Diploma;

5.1.3 Meet the years of experience criteria firstly in the profession overall and secondly at defined levels of knowledge in the appropriate pillars;

5.1.4 Be able to provide evidence of **practical** knowledge and experience through the evaluation process; and

5.1.5 Meet the requirements detailed in the PROCESS section which follows.

5.2 The Process to certification is as follows:-

5.2.1 DOCUMENTATION: A completed application form obtained from IPMZ Secretariat or website. IPMZ secretariat will check that the required data, information and documentation have been provided. The application will not be progressed unless secretariat deems it to be complete and meeting all the minimum requirements.

5.2.2 COMMITTEE EVALUATION: The applications will then be forwarded to each committee member for evaluation and comments and will be discussed and deliberated on in the Adjudication Committee meeting. Committee members are required to send their comments to the Chairperson on each applicant at least 5 days before the meeting, even from a Committee member who may not be able to attend.

5.2.3 ASSESSMENT INTERVIEW: An applicant for Chartered HR Practitioner (CHRP) grade is required to attend an assessment interview by the Adjudication Committee, prior to the Adjudication Committee meeting. Applicants for other grades may be invited to attend.

5.2.4 MEMBERSHIP LEVEL APPROVAL: A committee consensus on allocation of membership is required.

5.2.5 RATIFICATION: The decision of the Adjudication Committee shall be forwarded to the Membership Committee for adoption or variation prior to ratification (or otherwise) by the IPMZ Council.

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5.2.6 CERTIFICATION: Secretariat will then contact each applicant accordingly and present the signed and dated certificate.

5.3 VALIDITY OF PROFESSIONAL CERTIFICATE: A professional membership certificate will be valid for one year from date issued. The responsibility for ensuring a new certificate is awarded each year is on the onus of the holder. The certificate will state that it is valid for a period of time. If not renewed, professional membership will automatically lapse and the privilege of using the appropriate initials withdrawn. A Membership Renewal form will be obtained from Secretariat. Certificates are valid for a calendar year. Use of the professional membership initials by a person not in good standing is an act of misconduct.

6. Professional Membership Adjudication Committee

6.1 Committee Composition: A Professional Membership Adjudication Committee will be appointed. The Committee shall be composed of:-

6.1.1 Two Council Members; the President and Vice President (Membership and Professional Conduct) for their term/s of office but with no voting powers: and

6.1.2 Three non-Council or non-Branch Committee IPMZ members who are eminent/distinguished local People Management and Development Practitioners. It is envisaged that these members will be at CHRP level in their careers although they may not have applied for membership. The Chairperson of the Committee and the IPMZ President will jointly determine who should be invited to be part of the committee. The term of office these members will be 5 years.

6.2 Main Purpose of the Committee

The Professional Membership Adjudication Committee shall determine the professional level to be awarded to applicants and shall be guided by these regulations.

6.3 Committee Powers and Procedures

The professional Membership Adjudication Committee shall require two thirds attendance to constitute a quorum. The Committee may meet 4 times per year. The Committee may in its full and unfettered discretion, decline to grant any application, and give written reasons for its decision. It may defer the granting of recognition on specific grounds and further requirements. Applicants who are turned down may re-apply at the next available opportunity.

Secretariat will invite applications on a regular basis through the normal membership advertisement channels.

7. Qualification and Experience Requirements for all Professional Levels

7.1 General Requirements-Applicants to any level will be required to submit the following:-

7.1.1 An Application Form completed with all requested attachments;

7.1.2 Two Written and Signed References on letterheads from organisation they have worked for and signed by the immediate superior. For recent graduates, these references must come from college/university authorities or persons of good standing in the community. The references will:-

- (a) detail the specific work experience gained at that employer;
- (b) evaluate the character and ethical conduct of the applicant; and
- (c) state the competences of the applicant.

7.1.3 A current Job Description signed by the employer or head of the HR function.

7.1.4 An Organisation Chart showing all functions and titles at first 3 levels; specifically the chart must detail the HR function and show Head Office functions and titles where the applicant is based at a subsidiary, and;

7.1.5 A Detailed Curriculum Vitae

7.1.6 Applicants are requested to ensure they **read and understand these regulations** and then determine which level their particular qualifications and experience appears to suit; the number of years and the level of experience will be the key and first criteria to be met.

7.1.7 IPMZ Diploma: in all cases the professional member is required to have studied for the full IPMZ diploma.

7.2 Registration as “Generalist” or “Specialist”

Applicants will be treated as applying for the “Generalist” level unless otherwise specified on the application form. The level of “Specialist” is reserved for the practitioner who meets the qualification and years in profession requirements of the level but not knowledge across the eight pillars because he or she has specialised in one pillar. This level will be awarded

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where an applicant has specialised for at least 3 years and can demonstrate a deep and wide knowledge in the specialised field.

8. Specific Requirements for each Professional Membership Level/Grade

8.1 HR Graduate [HR Grad]: This is a developmental entry level into the professional levels.

Specific Requirements

8.1.1 Qualification: The IPMZ Diploma is a must.

8.1.2 Years in Profession: Not essential, however, applicants must be currently employed in the profession.

8.1.3 Knowledge: Applicants must demonstrate an awareness of the pillars of the profession and be able to discuss any aspect raised.

8.2 HR Technician [HRT]: This level is operational, it will probably include:-

- (i) Generating basic data and information for decision making by management;
- (ii) Recruiting at grades covered by the NEC Collective Bargaining Agreements;
- (iii) Administering HR policies; and
- (iv) Advising on NEC disciplinary compliance issues.
- (v) A typical company level would be HR Officer who reports to HR Manager.

Specific Requirements

8.2.1 Qualifications: The IPMZ Diploma is a must. Other qualifications or degrees will be an added advantage.

8.2.2 Years in Profession: five (5) years' experience in the profession of which 3 years must have been at HR Officer level.

8.2.3 Knowledge: Applicants must demonstrate an awareness and understanding of the pillars of the profession and be able to discuss any aspect raised; and have evidence of having applied the practices of at least 6 pillars

8.3 HR Practitioner [HRP]: This is a competent technocrat/functionary in the People Management and Development field capable of analysing data that feeds into critical decision making process and providing an advisory service

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to line management. The title will indicate management responsibility. Typical experience will include;

- (a) Recruitment up to managerial grade.
- (b) Development for approval the HR Policy and Procedures manual, induction programme, job evaluation and grading system, performance management system, learning and development activities, management of the Industrial Relations function, reward system and key contribution to Board level reports and strategy development for the organisation. **Typical Example:** A practitioner who heads Human Resources at a Strategic Business Unit which receives its strategy from Corporate/Head Office, or a practitioner who does not constitute part of the executive committee/team.

Specific Requirements

8.3.1 Qualification: IPMZ Diploma is a must. Other qualifications or degree will be an added advantage.

8.3.2. Years in Profession: 10 years of which three must have been at managerial level.

OR

8.3.3 Qualifications: The IPMZ Higher Diploma while other qualifications will be an added advantage.

8.3.4 Years in Profession: 8 years of which 3 must have been at managerial level.

8.3.5 Knowledge: Applicants must demonstrate **practical knowledge**, awareness and understanding of the pillars of the profession and be able to discuss any aspect raised; have evidence of contributing to the development of the policies and having applied the practices of the 8 pillars.

8.3.6 Generalist or specialist: Applicants will be treated as applying for the “Generalist” level unless otherwise specified on the application form. The level of specialist is reserved for the practitioner who meets the qualification and years in profession requirement of the level but not knowledge across the eight pillars because he or she has specialised in one pillar. This level will be awarded where an applicant has specialised for at least 3 years and can demonstrate a usually deep and wide knowledge in the specialised field.

8.4 Chartered: HR Practitioner [CHRP]: This is the pinnacle grade for practising HR Practitioners operating at a strategic level and contributing towards the crafting and implementation of the corporate strategy and

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Business Plans. This incumbent forms part of the executive team reporting direct to the Chief Executive Officer and has a department reporting to him or her. Typically experience will include:-

- (a) Collaborating with the executive team to determine the human capital requirements of the organisation in terms of competences and numbers over the next 5 years in order for the strategic objectives of the organisation to be realised;
- (b) Determining the human resource function policies and procedures required to attract, select, recruit, develop and retain talent for this purpose;
- (c) Developing and presenting organisation wide learning and development interventions for talent management and succession planning;
- (d) Developing and managing an integrated data base and metrics for management decision making;
- (e) Reporting on the milestone achievement of the strategic plan to the executive team;
- (f) Undertaking employee engagement surveys, communicating results throughout the organisation and using results to develop and implement interventions for improvement;
- (g) Coaching and mentoring line management in managerial skills;
- (h) Developing and improving the competencies of an HR department;
- (i) Being a member of the Board Remuneration Sub Committee.

Typically the title of this applicant will be HR Strategic Business Partner, HR Executive or HR Director but the key guide is that the person is at the helm of HR function for the organisation as above.

Specific Requirements

8.4.1 Qualifications: IPMZ Diploma is a **must**, other qualifications will be an added advantage.

8.4.2 Years in Profession: 15 years of which 3 must have been at executive level developing strategy at Corporate level (Head of HR for Corporate)

OR

8.4.3 Qualifications: The IPMZ Higher Diploma while other qualifications will be an added advantage.

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- 8.4.4 Years in Profession:** 13 years of which 3 must have been at executive level developing strategy at corporate level. (Head of HR for corporate)
- 8.4.5 Knowledge:** Applicants must demonstrate an in-depth **practical knowledge**, awareness and understanding of the pillars of the profession, and current developments and be able to discuss any aspect raised; and have evidence of designing, developing, implementing and improving policies in each of the 8 pillars. Must be involved in development and execution of strategy.
- 8.4.6 “Generalist” or “Specialist”:** Applicants will be treated as applying for the “Generalist” level unless otherwise specified on the application form. The level of specialist is reserved for the practitioner who meets the qualification and years in profession requirements of the level but not knowledge across the eight pillars because he or she has specialised in one pillar. This level will be awarded where an applicant has specialised for at least 3 years and can demonstrate a usually deep and wide knowledge in the specialised field.
- 8.4.7 Consultant:** Applicants must meet the criteria of the CHRP but practising as a consultant for at least 2 years.
- 8.4.8 Research or Project Paper:** Applicants for CHRP level shall be required to:-
- (i) Present relevant research, as a document that has been completed in the last 2 years, before the Professional Adjudication Committee as part of the screening process; and on successful acceptance;
- OR**
- (ii) Present a project that was designed to improve organisational performance detailing the approach, methodology and outcome; and
 - (iii) Appear before the full Committee to have the research or project analysed and discussed.

9. Continuous Professional Development (CPD)

9.1 Individual Responsibility/Obligation

In keeping with clause 2.2.4 of the Code of Professional and Ethical Conduct, every registered professional member wishing to maintain this status shall acknowledge that they have a personal responsibility to ensure that they receive relevant continuous professional development at their own expense.

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9.2 CPD Course and Applicable Points

The Institute recognises the following courses and attaches the applicable CPD points to each course:-

▪ IPMZ National Convention or Equivalent	20 points
▪ Labour Briefing or Equivalent	15 points
▪ HR Audit	15 points
▪ HR Standards	10 points
▪ Senior HR Forum or Equivalent	10 points
▪ HR Officer Symposium	8 points
▪ Other relevant CPD Course	6 points
▪ Breakfast meeting	4 points

10. Annual Renewal of Certificate of Professional Member in Current Practice and Good Standing

Professional members so inclined shall apply for the renewal of the certificate issued at initial and subsequent application for certification as a **Professional Member in Current Practice and Good Standing**.

10.1 Application Form

The application for renewal mentioned immediately above shall be submitted to the Institute in the prescribed form.

10.2 Criteria for renewal

Applicants shall provide satisfactory proof that:-

10.2.1 They have in the last twelve months received personal professional development whose cumulative point's value shall not be less than **twenty five (25) points**.

10.2.2. In the preceding twelve months, they have been engaged in the practice of people management and development and the level at which they would have been so engaged.

10.2.3 They have not been charged with misconduct and found liable, and/or that they do not have pending cases of misconduct. This applies to both their place of employment and the Institute.

All applications for renewal shall be vetted personally by the Institute's Executive Director and shall be adjudicated for approval/or otherwise by the Membership and Professional Conduct Committee. The Executive Director's signature on the appropriate renewal certificate shall be adequate proof that the just mentioned Committee would have granted the application for renewal.