



DMISA

THE DISASTER MANAGEMENT INSTITUTE OF SOUTHERN AFRICA

DMISA IS THE SAQA APPROVED PROFESSIONAL BODY FOR DISASTER MANAGEMENT

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APPLICATION FOR REGISTRATION AS DISASTER MANAGEMENT PROFESSIONAL

SAQA DESIGNATION ID: 593

INSTRUCTIONS

Kindly complete the application form and return the completed form, with proof of payment, in:

- HARD COPY to: DMISA, PO BOX 2119, PRIMROSE, 1416; as well as
- ELECTRONICALLY by e-mail to: karin@disaster.co.za or by fax to: 086 652 8066

All Fields MUST be completed. Should any field not be completed, your application will not be considered.

FEES PAYABLE

APPLICATION FEE: ONCE OFF PAYMENT	ANNUAL MEMBERSHIP FEE
Effective from 1 October 2015	
Non-members: R350 Members: N/A until further notice	R700
Effective from 1 April 2016	
Standard Application: R500 RPL Application: R750	R1200

PLEASE NOTE:

Paying the annual fee **after 30 April**, will result in your name being **removed from the register**, only to be restored on receipt of the **full restoration fee of R1 200**.

Annual membership payable upon application for registration as disaster management professional will exclude annual fees already paid for the current year for other membership categories of DMISA.

Membership fees are payable annually by 30 April of each year for the period 1 May of the current year to 30 April in the next year, or pro-rata if applying after 30 April.

If you require an invoice for the application and membership fee, please contact the Administrator at the telephone number or e-mail address indicated on the first page of this form.

BANKING DETAILS OF DMISA

BANK	:	ABSA
ACCOUNT NUMBER	:	650 154 290
BRANCH CODE	:	632 005
BRANCH	:	EDENVALE
REFERENCE	:	DMP-YourSurname

IMPORTANT INFORMATION

Thank you for applying to become a registered Disaster Management Professional. We are excited to welcome you on board our professional team. DMISA received the following approval from SAQA:

The SAQA Directorate: Registration and Recognition on 3 March 2015 informed DMISA that the SAQA Board approved the recognition of DMISA as a Professional Body for the purposes of the NQF Act, Act 67 of 2008 and also approved the registration of the designation Disaster Management Professional as a Professional Designation on the NQF.

Please note the two different application procedures, and choose the one that applies to you. The normal registration requires a disaster management qualification, whereas the RPL application requires any formal qualification that can be mapped with a disaster management qualification. Indicate which procedure you are following in the space provided in this application form.

Procedure 1: Standard registration

The requirements for standard registration are:

- NQF level 7 qualification in Disaster Management
- A minimum of 7 years of experience in senior management, of which at least 3 years must be in a full time disaster management position at management level.

For a standard registration, the following documents are required:

- Completed application form
- Certified copy of ID
- Certified copy of drivers licence (minimum code EB)
- Full curriculum vitae including employment record
- Certified copies of Qualifications
- 2 summarised reports of specific disaster management projects of which you were in charge, of no more than 500 words each. It should clearly indicate your ability pertaining to project management, and financial management. Proof of additional courses completed in project and financial management will be advantageous.
- A job description
- A letter of confirmation by current employer
- Signed Code of Ethics

Please note:

- The assessors, moderator or DMISA can request any other additional information to support any claims made.

The application will be administered by DMISA who will present it to two independent assessors for verification. After acceptance by both assessors, a moderator will quality check the application and call the final approval for registration. The application will then be processed to grant Disaster Management Professional. Professional status will only be official if you signed the code of ethics, which will include a commitment to CPD.

Procedure 2: RPL registration (Recognition of Prior Learning)

The requirements for an RPL registration are:

- Any NQF 5 and 15-20 years in the field of Disaster Management
- Any NQF 6 and 10-15 years in the field of Disaster Management
- Any NQF 7 and 8-10 years in the field of Disaster Management
- Any NQF 8 and 5-8 years in the field of Disaster Management

For an RPL registration, the following documents are required:

- Completed application form
- Certified copy of ID
- Certified copy of drivers licence (minimum code EB)
- Full curriculum vitae including employment record
- Certified copies of Qualifications
- Detailed, certified, official results of qualifications indicating the subjects completed and marks obtained. [This is needed for a mapping exercise.]
- 5 summarised reports of specific disaster management projects of which you were in charge, of no more than 500 words each. It should clearly indicate your ability pertaining to project management, and financial management. Proof of additional courses completed in project and financial management will be advantageous.
- A job description
- A letter of confirmation by current employer

Please note:

- The applicant must ensure that the above documentation confirms all the claims made on the application form. If needed, additional evidence must be provided to validate claims made.
- The assessors, moderator or DMISA can request any other additional information to support any claims made.

The application will be administered by DMISA who will present it to two independent assessors for verification. The assessors will complete a mapping exercise to evaluate the applicability of the qualifications presented, against the requirement of professional status. After acceptance by both assessors, a moderator will quality check the application and call the final approval for registration. The application will then be processed to grant Disaster Management Professional to the applicant. Professional status will only be official if you signed the code of ethics, which will include a commitment to CPD.

CPD (Continuous Professional Development)

Once registered, Disaster Management Professionals will be required to acquire 20 CPD points within each two year cycle of registration. CPD points will be awarded for, among other: Modular courses; Short courses; Workshops; Conferences; Seminars; Mentorships; In-service training; Research reports; Academic journal articles; and Projects. A list of the activities counting towards CPD points will be released at the beginning of each calendar year, starting 2016.

Please complete all fields

A: APPLICATION TYPE

Please indicate which application procedure you want to follow:

Standard application

RPL application

B: CURRENT DMISA MEMBERSHIP

To be completed ONLY by Existing DMISA Members

DMISA Membership Number	
DMISA Membership Category	
Date of Registration as Member	

C: DEMOGRAPHIC INFORMATION

SURNAME:	
NAME:	
MIDDLE NAME:	
MAIDEN NAME OR PREVIOUS SURNAME:	
TITLE:	
GENDER:	
RACE:	
IDENTITY NUMBER:	
PREVIOUS IDENTITY NUMBER / ALTERNATIVE ID:	
ALTERNATIVE ID TYPE:	
BIRTH DATE:	
TELEPHONE (HOME):	
TELEPHONE (WORK):	
FAX NUMBER:	

CELL NUMBER:	
ALTERNATIVE CELL NUMBER:	
E-MAIL ADDRESS:	
ALTERNATIVE E-MAIL ADDRESS:	
HOME ADDRESS 1:	
HOME ADDRESS 2:	
POSTAL CODE:	
POSTAL ADDRESS 1:	
POSTAL ADDRESS 2:	
POSTAL CODE:	
PROVINCE:	
NATIONALITY:	
HOME LANGUAGE:	
SOCIO ECONOMIC STATUS:	Please indicate with ✓ if applicable
Employed	
Unemployed, looking for work	
Not working, not looking for work	
Not working, house wife / home maker	
Not working, scholar / Full-time student	
Not working, pensioner / retired person	
Not working, disabled person	

D: HEALTH, FUNCTIONING AND DISABILITY:

Disability	(1) No difficulty	(2) Some difficulty	(3) A lot of difficulty	(4) Cannot do at all	(5) Cannot yet be determined
Sight (even with glasses)					
Hearing (even with hearing aid)					
Communication (talk / listen)					
Physical (move / stand etc)					
Intellectual (remembering, learn etc)					
Emotional (self-care, behaviour, psychological)					
Multiple					

E: KNOWLEDGE AND EXPERIENCE

Please indicate which of the following disaster management knowledge requirements you achieved:

Knowledge requirement	✓or N/A	Formal learning [Note institution]	Experiential learning [Note institution]	Evidence included [CV, job description, project report, etc]
Disaster Management Act				
Policy Framework for Disaster Risk Management				
Institutional requirements for the effective implementation of disaster risk management policies and legislation				
Disaster risk assessment				
Disaster risk reduction				
Response and recovery				
Information management and communication				
Disaster awareness				
Disaster research				
Different types of disasters				

Please indicate which of the following is / are your field(s) of speciality:

Speciality field	With specific reference to:	Years of experience:
Disaster management legislation		
Disaster management policies		
Disaster risk assessment		
Disaster risk reduction		
Response		
Recovery		

Information management		
Communication		
Education		
Awareness		
Research		

Please indicate your scope of activity and level of experience:

Activity	✓ if applicable	Years of experience:
<i>On a national level:</i>		
Implement legislation		
Advise on and manage policies		
Advise on and manage risk management plans		
Advise on and manage joint operation agreements		
Advise on and manage information and communication systems		
Advise on and recommend on training, education and public awareness		
Advise on and manage response management systems		
Advise on and manage volunteer programmes		
<i>On a provincial level</i>		
Manage and carry out disaster risk assessment		
Monitor, update and disseminate disaster risk information		
Advice on priority disaster risk reduction initiatives		
Implement and monitor disaster risk reduction plans		
Disseminate effective early warnings		
Assess and classify disasters		
Manage and monitor response and recovery plans		
Manage and monitor relief efforts		
Manage and monitor rehabilitation and reconstruction		
Manage and monitor volunteers		
<i>On a local level</i>		
Manage and carry out disaster risk assessment		
Monitor, update and disseminate disaster risk information		
Advice on priority disaster risk reduction initiatives		
Implement and monitor disaster risk reduction plans		
Disseminate effective early warnings		
Assess and classify disasters		
Manage and monitor response and recovery		
Manage and monitor relief efforts		
Manage and monitor rehabilitation and reconstruction		
Manage and monitor volunteers		
<i>On an educational level</i>		
Develop disaster risk management training programmes		
Develop integrated public awareness strategies		
Conduct research for the provision of information and advisory services		

F: SIGNATURE

I, _____ (insert full name and surname) endorse the provisions of the Constitution of the Disaster Management Institute of Southern Africa and undertake to adhere thereto in all respects as long as I am a registered Disaster Management Professional of the Institute. I undertake to abide to the attached code of ethics for Registered Disaster Management Professionals. The information I have provided above is, to the best of my knowledge, correct.

SIGNATURE OF APPLICANT

DATE

G: OFFICIAL USE ONLY

Document	✓ or N/A	Comment
Certified copy of ID		
Certified copy of code drivers licence (minimum code EB)		
Full CV		
Certified copies of Qualifications		
Detailed, certified, official results of qualifications		
2 or 5 summarised reports		
Job description		
Letter of confirmation by current employer		
Current DMISA Membership verified		
DMISA member in good standing		

APPROVAL:

ASSESSOR INITIALS AND SURNAME: _____

SIGNATURE

DATE

MODERATOR INITIALS AND SURNAME: _____

SIGNATURE

DATE

CHAIRPERSON OF EXCO INITIALS AND SURNAME: _____

SIGNATURE

DATE

MEMBERSHIP NUMBER AWARDED: _____

Annexure A

CODE OF ETHICS FOR DISASTER MANAGEMENT PROFESSIONALS

INTRODUCTION

The Disaster Management Institute of Southern Africa (DMISA):

- Is a body representing the interests of disaster management practitioners working mainly in the municipal, provincial and national spheres of government in Southern Africa and those individuals and supporting organisations that the institute has granted membership to, within the constraints of its Constitution.
- The Institute strives to ensure professional conduct amongst its members and to ensure that it promotes development.
- One of its Constitutional objectives is: *"to determine a code of ethics and professional standards of work and conduct for its members, to promote, monitor, stimulate and encourage observance thereof and to create an esprit de corps for members of the Institute."*

VALUES

Registered Disaster Management professionals are guided in their conduct by the following values which were agreed to by the DMISA Council:

1. Recognition
2. Professionalism
3. Respect
4. Dignity and Trust
5. Responsibility
6. Accountability
7. Transparency

ETHICAL PRINCIPLES

Registered Disaster Management professionals shall:

1. Seek national and international recognition for the Institute by promoting it in a positive manner.
2. Ensure a high level of professional behaviour by avoiding real or perceived conflicts of interest and by ensuring the provisioning of quality service to all role-players and stakeholders and through consistent personal development.
3. Conduct themselves in a respectful manner, acknowledging each other's areas of skills, competence and fields of expertise and by being sensitive to the cultural and religious differences of all they come into contact with.
4. Strive to gain the trust of communities and colleagues by treating them with dignity.
5. Exercise responsible behaviour and in so doing protect the good image of the Institute.
6. Be accountable for their actions which have a negative impact on the Institute and the profession.
7. Display responsible transparency in their dealings with all persons and organisations.

COMMITMENT

Registered Disaster Management professionals agree to obtain 20 CPD points during every 2 year cycle of registration to maintain registered status.