

	Scheme Document	Doc No: COLD005
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Certification Scheme: 1) Certified Organization Leadership and Development Consultant (COLDC); 2) Director Development Certification (DDC)		Date: 30 March 2019
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1. Introduction

This certification scheme has been designed for the professional *Organization Leadership and Development* and *Director Development Programmes* delivered by Centre for Organization Leadership and Development (COLD), Harare - Zimbabwe. The certification scheme should be read together with the Qualification Structures for the two programmes, being OLD6000/2019 and DDP6000/2019. This scheme is aligned to the competency-based curriculum for the two programmes being delivered by COLD. The primary aim of the qualifications is to enhance the learners' coaching, consulting, and facilitation in the areas of business, governance and administration by developing knowledge and skills in organization leadership and development. The qualifications are mainly delivered online to learners from different parts of the world. This certification scheme is therefore generic to different countries.

This COLD certification scheme has been developed to comply with ISO 17024:2012 (Personnel Certification). The COLD Advisory Council has the responsibility to ensure the implementation of the scheme. The Advisory Council has also been mandated to fulfill the requirements of an Impartiality Committee.

2. Scope

This scheme provides the general requirements and procedures by which COLD offers certification in Organization Leadership and Development and Director Development programmes. This document also sets out the requirements for administering and maintaining the COLD certification system.

3. Abbreviations

COLD	Centre for Organization Leadership and Development
COLDC	Certified Organization Leadership and Development Consultant
DDC	Director Development Certification
OLDQ	Organization Leadership and Development Quarterly

4. Assessment to this Scheme

In order to achieve certification applicants are required to:

- Complete the guided learning study of 10 Units as agreed with the Lead Supervisor.
- Complete all the assessment elements for each unit.
- Conduct at least one workshop or seminar targeted at advancing the concepts covered on the 10 Units.
- Publish at least one Research Article with the OLDQ or any other international publication.

- Comply with all of the mandatory elements of the qualification as specified in the Qualification Structure.

Assessment structure

Assessments will be done by Facilitators and qualified Assessors of vocational education. The assessment methodology includes formative and summative assessments based on organization leadership and development principles and practices. Learners are required to actively contribute to the Organization Leadership and Development Quarterly (OLDQ) as this forms part of the assessment.

All assessments must use the appropriate assessment methods to assess knowledge, skills and application in organization leadership and development. There must be fair, valid, reliable, authentic and sufficient evidence for all assessment criteria. The assessment methods should include any of the following:

- Assessment of written reports summarizing and synthesizing concepts in organization leadership and development.
- Direct questioning to develop a professional style among learners while interacting with others.
- Oral or written questioning.
- Review of testimonials from team members, colleagues, supervisors, managers, clients etc.
- Contributions to the Organization Leadership & Development Quarterly (OLDQ).
- Witness Testimonials and Peer-review reports.

The granting of certificate indicates that the learner has demonstrated competency in organization leadership and development and director development. The learner will therefore be certified to perform and supervise organization development initiatives.

Eligibility

The learner shall fulfill the minimum requirements for the qualification of study and the minimum requirements for personal and professional development prior to certification.

Training Requirements

The training requirements for all COLD qualifications are clearly defined in the specific Qualification Structure document for each qualification. These documents detail a minimum syllabus, minimum training hours and assessment formats.

5. Duties and Responsibilities

5.1 The Certification Body (COLD)

COLD will act as a certification body fulfilling the requirements of ISO/IEC 17024, ensuring that the COLD scheme for qualification and certification of personnel, and the assessment and certification systems, are controlled and operated so as to ensure, amongst other things, that they are impartial and that decisions taken and implemented at all levels, including management and committees, are free from commercial or other pressures that may prevent the objective provision of professional certification services.

COLD will maintain impartiality between training and certification activities.

5.2 Learners

Learners shall provide documentary evidence of satisfactory completion of each Unit of training acceptable to COLD. The documentary evidence should be approved by the Facilitator and Lead Supervisor to demonstrate understanding of the fundamental concepts under the programme.

6. Certification and Listing

Certificates are awarded to learners when all assessment activities have been satisfactorily completed and the Assessor has recommended that certification is granted. Certificates will state the Units completed and the total CPD Hours for each Unit.

7. Certification Process

Initial applications to COLD must be made on an application form available directly from COLD Administration Office. Learners, through the Lead Supervisor shall submit documentary evidence of satisfying the requirements of each Unit in the form of an Assessment Feedback Form; and documentary evidence of enrolment on, or satisfactory completion of, a qualification delivered by COLD for the certificate sought.

Decision on Certification

Once the COLD Administration office is in possession of the evidence that all pre-requisites have been satisfied the application shall be reviewed and final approval given.

Following approval a COLD record of completion will be issued which includes the following information:

- the full name of the certified individual;
- the date of certification;
- the full name of the qualification completed;
- a unique COLD identification number;

NOTE: By issuing the certificate and/or the record of completion, COLD attests to the certification of the individual but not to any work carried out under the certification.

Use and Misuse of Certificate

The issue of a COLD certificate indicates that the holder has demonstrated an acceptable level of competence measured by means of the personal and professional assessment conducted in accordance with each qualification requirements. Certificate holders are not permitted to imply any further degree of competence on the basis of the certificate.

COLD certificate holders must not use or refer to COLD certificates, nor the COLD logo, nor must they knowingly allow them to be used or referred to by a third party, in a manner that may be considered fraudulent or to bring the COLD Certification Scheme into disrepute.

Certificates are valuable documents which should be kept in a safe place. Any suspicion of forgery or misrepresentation must be reported to COLD.

Loss or theft of certificates must be reported to the appropriate authorities and to COLD.

8. Complaints and Appeals

COLD certificate holders must recognize that personal integrity and professional competence are the fundamental principles on which the qualification is founded. Accordingly, it is a condition of COLD certification that certificate holders shall undertake to comply with a code of ethics, and be guided by the Organization Development practices and values. COLD operates procedures for complaints and appeals. Further details are available on request.

*Signed: Dr. Justine Chinoperekweyi
(Director: Academics & Programs)*

*Cc: Curriculum Review Board
OLDQ Editorial Board
Director Administration
Dean Professional Programs*