

Financial Support Programme policy

Relevant bylaws	4.01 General powers
Policy owner	Director of Professional Development
Date approved	10 March 2022
Related documents	Financial Support Programme procedures

Context

The international Association of Facilitators (IAF) Professional Development Pathway is a staged approach for professional development. The stages in the pathway are:

- IAF Member
- IAF Endorsed™ Facilitator (EF)
- IAF Certified™ Professional Facilitator (CPF)
- IAF Certified™ Professional Facilitator | Master (CPF | M)
- IAF Certified™ Professional Facilitator | Emeritus (CPF | E).

Facilitators can choose the stages they want to take part in based on their:

- professional development goals and evolving career aspirations
- level of experience and competence as a facilitator.

The IAF wants members from all regions to have access to Professional Development Pathway credentials.

The purpose of this policy is to ensure the IAF provides financial support to members in a transparent and fair way.

Policy

Purpose of the programme

The purpose of the Financial Support Programme (the programme) is to provide support to members who:

- want to apply for a Professional Development Pathway credential
- have a clear financial need for support to meet the application fee.

The programme is not intended for members who cannot meet application fees because they:

- are in the start-up phase of their business
- live in a high-income country, as defined by the World Bank, going through a temporary economic downturn
- have not generated enough income to cover the fee.

Funding

The programme is funded from the cumulative surplus of the Professional Development portfolio.

The Board may decide to use funds from the IAF operating reserve or the IAF Bursary Fund to support the programme.

Only the Board can decide the amount of funding available each year under the programme. The Board may set priorities for using these funds.

Eligibility

To be eligible for support under the programme, a person must:

- be an IAF member in good standing
- have been a member for at least 2 continuous years at the time they apply.

A member can only apply for financial support for one credential in any given year.

Members of the Board and the Financial Support Programme (FSP) Team are not eligible.

Support available

Successful applicants receive an offer from the IAF to meet 80% of the credential application fee. The offer is valid for 2 years.

Being offered financial support to apply for a CPF credential is not a guarantee that the member will receive an invitation to a CPF assessment event.

Confidentiality

Applications for financial support are confidential. Only people who play a role in processing the application may access it.

A person who plays a role in the process, must not disclose any information about an applicant to a person outside the process.

Roles

The Board authorises the FSP Team to manage the programme using the policies in this document and procedures approved by the Director of Professional Development.

The FSP Team decides who will receive an offer of financial support using:

- eligibility rules and selection criteria
- Board priorities.

Decisions made by the FSP Team are final and there is no appeal process.

The IAF Certified™ Assessor community selects FSP Team members in collaboration with the Director of Professional Development. To the extent possible, there will be a team member from each region.

FSP Team members serve as volunteers and no honorarium is payable.

An FSP Team member may serve for no more than 3 years.

The FSP Team will select a member of the team to serve as Chair for no more than 2 years. The selection is subject to the endorsement of the Director of Professional Development.

The Director of Professional Development is responsible for:

- approving programme procedures and selection criteria
- overseeing the FSP Team
- informing the Board of any risks or issues that may hurt the integrity of the programme.