



# “NAFEMS RECOGNISED” TRAINING COURSE APPROVAL PROCEDURE

## 1. INTRODUCTION

This section outlines the procedure that should be following in order for a code-dependent training course to be awarded “NAFEMS Recognised” status. “NAFEMS Recognition” is a status that can be granted to training courses that teach attendees how to use an engineering analysis code and also addresses a significant number of NAFEMS Professional Simulation Engineer competences. While it is expected that the training course will teach attendees how to use a particular software code it should be noted that “NAFEMS Recognition” is awarded on the strength of the PSE competencies that are addressed by the course.

This procedure is applicable to all code-dependent training courses with a connection to an engineering analysis software vendor.

This procedure is only available to current NAFEMS members.

Each course should have a “Course Contact” who will be responsible for all communications with NAFEMS.

### What are the PSE Competencies?

The PSE Competencies are a comprehensive list of over 1500 competencies that are relevant to engineers and scientists who are using analysis and simulation tools. These statements define the competencies that a good analysis and simulation engineer should possess. These competences have been peer-reviewed over several years by NAFEMS’ technical working groups and external experts.

The PSE Competencies are publicly available in the [PSE competency tracker](#). NAFEMS members and individuals applying for certification are able to create an account within the PSE competency tracker and log their development.

The PSE Competencies support PSE Certification. [PSE Certification has been developed by NAFEMS](#) to address an emerging need from the community for independent verification of workplace competency in the area of analysis and simulation. PSE Certification provides independent assessment of PSE Competencies. Successful Certification as a PSE Engineer will enable engineers and analysts to demonstrate and gain recognition for their skills.

### What are the benefits of having a NAFEMS Recognised Course?

The benefits of having a NAFEMS Recognised course are listed below:

- Course attendees will receive a voucher offering them a percentage discount on PSE certification. This discount is valid for 3 months from the date of the training course. In order to benefit from the discount the attendee must have completed the course feedback questionnaire (see section 2)
- The course provider is entitled to use the “NAFEMS Recognised” logo and the following marketing statement when promoting the course. *“This course is “NAFEMS Recognised”. NAFEMS Recognition is an indication that the training course addresses the following Professional Simulation Engineer Competencies...”*
- Course attendees will receive a pdf certificate from NAFEMS indicating that the attendees have attended a “NAFEMS Recognised” training course. Depending on the number of certificates that are issued an administration fee may be applicable.

NAFEMS

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- Details of the training course will be included on the NAFEMS website. The details can include a link to the website where the course can be booked.

## 2. PROCEDURE FOR OBTAINING NAFEMS RECOGNITION

### Step 1 (Submission By Course Contact)

The Course Contact is asked to submit the following information directly to the [NAFEMS Technical Officer](#) (using the form found in section 4).

- **Course details:** Course title, date of the next course, expected frequency, venue
- **Course syllabus:** An outline of the course subject areas and associated delivery time in hours.
- **List of Professional Simulation Engineer (PSE) Competencies** covered by the course.  
[https://www.nafems.org/professional\\_development/competency\\_tracker/](https://www.nafems.org/professional_development/competency_tracker/)  
The NAFEMS Technical Officer is available to identify the PSE Technical areas that are relevant to the course.
- A statement that the NAFEMS Post-Course review procedure will be adopted (see Step 3 below).

### Step 2 (NAFEMS Provisional Recognition) - Within 2 months After Step 1

- NAFEMS will acknowledge receipt of the application and forward the application to the Chairman of the Education and Training Working Group. The recognition will cover two aspects of the course:
  - (a) Course Content
  - (b) PSE Competencies covered
- The ETWG may grant **provisional “NAFEMS Recognition”** for the initial course based on the written application or may interview the Course Contact before granting provisional recognition. Once formal notice of the provisional “NAFEMS Recognition” has been received, courses can include the phrase “NAFEMS Recognised” and use the NAFEMS-Recognised logo when advertising the course.
- The ETWG may request a copy of the training course materials.

### Step 3 (Initial Course Offering and Post-Course Feedback questionnaires) - Within 1 month after Course

- The Course Contact is responsible for ensuring that attendees are directed to information making them aware of the PSE certification program and the PSE Competencies that the course addresses before the course begins. An “Introduction to PSE” video is available from NAFEMS; it is recommended that this is shown to attendees, or that they are sent a link to access it remotely.
- The Course Contact should ensure that attendees are informed that in order to receive the NAFEMS attendance certificate and PSE certification discount they will need to consent to being contacted by NAFEMS and complete a feedback questionnaire. See section 6 for details more information on obtaining the attendee’s consent.
- NAFEMS will email a **Feedback Questionnaire** to attendees who have provided their consent.
- Each course attendee will receive a **NAFEMS Certificate of Attendance** and a voucher entitling them to a discount for PSE Certification only after submitting the Feedback questionnaire. The Course Contact should inform attendees of this requirement when completing the course.
- Upon completion of the course the Course Contact is required to send NAFEMS a list of the course attendees who have consent to being contacted by NAFEMS along with their contact details.

- The Course Contact is responsible for ensuring that attendees are aware that their details will be sent to NAFEMS. NAFEMS acknowledges that a segment of the attendees will not consent to having their details shared with another organisation and is only expecting the details of the course attendees who consent to being contacted by NAFEMS to be included.
- Course attendees that do not consent to being contacted by NAFEMS will not receive an attendance certificate. Course attendees that consent to being contacted by NAFEMS can indicate that they do not want to be contacted by NAFEMS for marketing purposes.

**Step 4 (NAFEMS Post-Course Review) - Within 3 months after Course**

- NAFEMS will issue an attendance certificate to a course attendee upon receipt of the completed questionnaire.
- NAFEMS will review the course documentation and completed questionnaires.
- Following a successful review, full NAFEMS Recognition of the course will be granted by NAFEMS. Any comments from the ETWG will be forwarded to the Course Contact.

**3. GENERAL CONDITIONS**

- Any changes in the course title, content or PSE Competencies covered by the course should be notified in writing to the NAFEMS Technical Officer.
- NAFEMS reserves the right for a NAFEMS representative to attend all or part of the course, free of charge, to monitor the course delivery.
- NAFEMS reserves the right to interview the Course Contact to discuss the course content and objectives.
- NAFEMS reserves the right to withdraw recognition from a course once granted.

**4. APPLICATION FOR NAFEMS COURSE RECOGNITION**

Course Contact	
Course title	
Total number of contact hours	
Course dates	
Course venue	
Date of submission	
Course Contact's signature	

Please include the following in the application:

1	<b>Course Objectives</b> A brief statement of the aims and objectives of the courses and who should attend it.
2	<b>Course Content</b> A brief description of subject areas and associated time in hours per subject.
3	<b>Post-Course Review</b> Agreement to follow the NAFEMS Post-Course review procedure
4	<b>Appendix 1: PSE Competencies</b> List of Professional Simulation Engineer (PSE) Competencies covered by the course.

## 5. NAFEMS COURSE FEEDBACK QUESTIONNAIRE

To receive the **NAFEMS Certificate of Attendance**, each course attendee must complete an electronic survey that will be sent to them by NAFEMS. The attendees will be asked if the course addressed the PSE Competencies that were advertised.

## 6. CONSENT

The Course Contact is responsible for requesting the attendees consent to being contacted by NAFEMS. Consent should be obtained using the following questions:

1. I consent to my name, email address and company being passed to NAFEMS Ltd in order to send me the course feedback survey and attendance certificate.
2. I consent to NAFEMS keeping me informed about materials and courses relevant to the technologies covered by this course.

Responses to these questions must be recorded by the course provider for data protection purposes. NAFEMS will act as a data processor for this information under the United Kingdom Data Protection Act 1998.

The name, and email address along with the responses to the consent questions should only be sent to NAFEMS if the attendee provides a positive response to one or both of the consent questions.