



ECOSA

ENGINEERING COUNCIL OF SOUTH AFRICA



An Effective Regulator Assuring Engineering Excellence

Training Academy Certification and Accreditation Policy

A-01-POL

REVISION 5: 25 June 2024



Document No.: A-01-POL	Revision No.: 5	Effective Date: 25/06/2024	 E C S A <small>ENGINEERING COUNCIL OF SOUTH AFRICA</small>
Subject: Training Academy Certification and Accreditation Policy			
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DEFINITIONS

Accreditation: Formal recognition awarded to an engineering training programme offered by a registered HEI through a rigorous cyclical quality assurance procedure that ensures it meets the criteria laid down for the type of programme.

Accreditation criteria: Statements of requirements that must be satisfied by a programme to receive accreditation.

Accredited Engineering Training Programme: A programme that ECSA has evaluated and recognised as meeting the stated criteria (for programme accreditation as stated in this policy).

Accredited Qualification: A qualification awarded upon successful completion of an accredited programme.

Assessment: The process of determining the capability or competence of an individual by evaluating performances against ECSA standards, as described in Section 6 of **R-02-STA-PE/PT/PN**.

Assessor: A professionally registered person who carries out the certification of Training Academies and/or the accreditation of engineering training programmes.


Candidate: A person who meets the requirements as described in Section 5.1 of documents **R-01-POL-PC**, **R-01-POL-SC** and **R-02-STA-PE/PT/PN**, and who has registered with ECSA in categories corresponding to the Professional Categories, namely:

- Candidate Engineer
- Candidate Engineering Technologist
- Candidate Engineering Technician
- Candidate Certificated Engineer.

Category: A mode of registration defined in or under the ECSA Engineering Profession Act, 46 of 2000 that has a distinctive purpose, characteristic competencies, defined principal routes to registration and designated educational requirements.

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Certification: Formal recognition awarded to a Training Academy through a quality assurance procedure specifying that it meets the requisite criteria to offer engineering training programmes.

Certification Criteria: Statements of requirements that must be satisfied by a Training Academy to receive certification.

Certified Training Academy: A Training Academy that ECSA has evaluated and recognised as meeting the stated criteria for certification and accreditation of its programmes (for programme accreditation as stated in this policy).

Comment: Communicates impressions of the team and commendations or constructive criticism on negative factors that are not classified as deficiencies or concerns.

Competency Assessment: A summative assessment of an individual's competency against the prescribed standard based on evidence in the individual's work, reports by qualified observers and other tests that may include a Professional Review.


Competency Standard: Statement of competence required for a defined purpose.

Concern: A matter that is not viewed as a deficiency but could potentially affect future compliance with an accreditation/certification criterion or criteria.

Continuing Professional Development (also referred to as 'CPD') Refers to continual education and training as contemplated in Section 13(k) of the Act. It also refers to the systematic maintenance, improvement and broadening of knowledge and skills and the development of the personal qualities necessary for executing professional and engineering duties throughout a person's engineering career. CPD is the learning and development that takes place after completion of educational studies through which registered persons maintain and develop competencies to continue performing their roles competently and are aimed at retaining one's professional and specialist status through self-development and contribution to the community of practice.

CPD Licensed Body: Bodies determined and licensed through ECSA to verify CPD Service Providers and validate CPD Activities for Category 1a Activities.

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Deficiency: Terminology used to identify a condition or a combination of factors that does not conform to an accreditation criterion or criteria.

Engineering problem solving: The process of finding solutions through a conscious, organised process that relies on generic competencies and the application of engineering knowledge and skills.

Evaluation: Determining compliance of a result with prescribed criteria based on documentation, inspection and the application of judgement supported by reasoning.

Exercise judgement, take responsibility and act ethically: Be responsible for making sound decisions and act ethically on the part of all engineering activities.

Graduate: A qualifying learner, irrespective of whether the qualification is a degree or a diploma.

Impacts of Engineering Activities: The reasonably foreseeable social, cultural and environmental effects of engineering activities that must be recognised and assessed.

Initial Professional Development: Undertake sufficient accredited or non-accredited professional development activities to maintain and extend the competence of the candidate during the candidacy phase.

Level: A measure of learning demands expressed in terms of level descriptors for types of problems, knowledge required, skills and responsibility.

Managing Engineering Activities: Management is directed at achieving engineering results through the management of people, resources, processes, systems and money; this involves planning, organising, leading, implementing and controlling activities.


Mentor: An ECSA professionally registered person who guides the competency development of a Candidate in an appropriate category.

Mentee: A person under the guidance of a mentor.

Outcome: At the professional level, a statement of the performance that a person must demonstrate to be judged competent.

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Practice Area: A distinctive area of knowledge and expertise developed by an engineering practitioner by virtue of the path of education, training and experience followed.

Programme: A structured, integrated teaching arrangement with a defined purpose and pathway leading to a qualification.

Provisional Accreditation: A form of accreditation that may be awarded to a new or extensively revised engineering training programme through the evaluation of a quality assurance process after two years of implementation.

Qualification: The formal recognition of a specified learning achievement that is usually awarded on successful completion of a programme.


Regular Visit: A visit held on a 4-year cycle after ECSA has accredited the Training Academy's engineering training programme.

Standards: Statements of outcomes to be demonstrated, levels of performance and content baseline requirements in the context of engineering training programmes.

Supervisor: A person who oversees and controls engineering work performed by a candidate.

Training Academy: The formal Certification of a public or private entity as an ECSA Training Academy, and the accreditation of the Candidacy training and mentoring programmes offered by the Training Academy.

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ABBREVIATIONS

AIET	Agreement for International Engineering Technicians
ATC	Accreditation and Training Committee
CHE	Council of Higher Education
CPD	Continuing Professional Development
CRC	Central Registration Committee
CV	Curriculum vitae
DA	Dublin Accord
ECSA	Engineering Council of South Africa
EPA	Engineering Profession Act, 46 of 2000
ER	Engineering Report
HEI	Higher Education Institution
HEQF	Higher Education Qualifications Framework
HEQSF	Higher Education Qualifications Sub-framework
IPEA	International Professional Engineers Agreement
IETA	International Engineering Technologist Agreement
IPD	Initial Professional Development
PR	Professional Review
QMS	Quality Management System
RPS	Research, Policy and Standards
RPSC	Research Policy and Standards Committee
TA	Training Academy
SA	Sydney Accord
TER	Training and Experience Report
VA	Voluntary Association
WA	Washington Accord
WIL	Work Integrated Learning

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1. INTRODUCTION

The Engineering Council of South Africa (ECSA) is a Statutory Body established in terms of Section 2 of the Engineering Professions Act, 46 of 2000 (EPA). This Council operates within the ambit of the Built Environment Profession.

As part of ECSA's continuous review and improvement of its value proposition to the engineering profession and the effective execution of its legislative mandate, the Council embarked on national roadshows in 2015 and 2016. These provided constructive feedback to ECSA on its role and continued relevance and effectiveness. The engineering profession also communicated its expectations of the ECSA. It was during these nationwide public consultation roadshows that the ECSA gained insight into the lack of training for candidates in the engineering profession.

Many employers of engineering practitioners and institutions that procure engineering services do not have adequate training or development and mentoring programmes that provide support and exposure for aspirant engineering professionals and thus equip them for professional registration with the ECSA. As a direct response to the abovementioned stakeholder engagement and feedback, ECSA is has embarked on a number of projects to rectify the lack of support regarding skills development of engineering practitioners from graduation stage to full professional registration.


This Training Academy Certification and Accreditation Policy is therefore intended to give effect to ECSA's strategic objectives and respond to stakeholder expectations regarding Candidate Training, Work Integrated Learning (WIL) and Continuing Professional Development (CPD) programmes. The policy further seeks to define ECSA's role in Candidate Training by providing guiding principles to training academies and associated engineering training programmes.

2. BACKGROUND

The illustration in Figure 1 below defines the documents that comprise the ECSA system for Training Academy certification and accreditation. The illustration also locates the current document.

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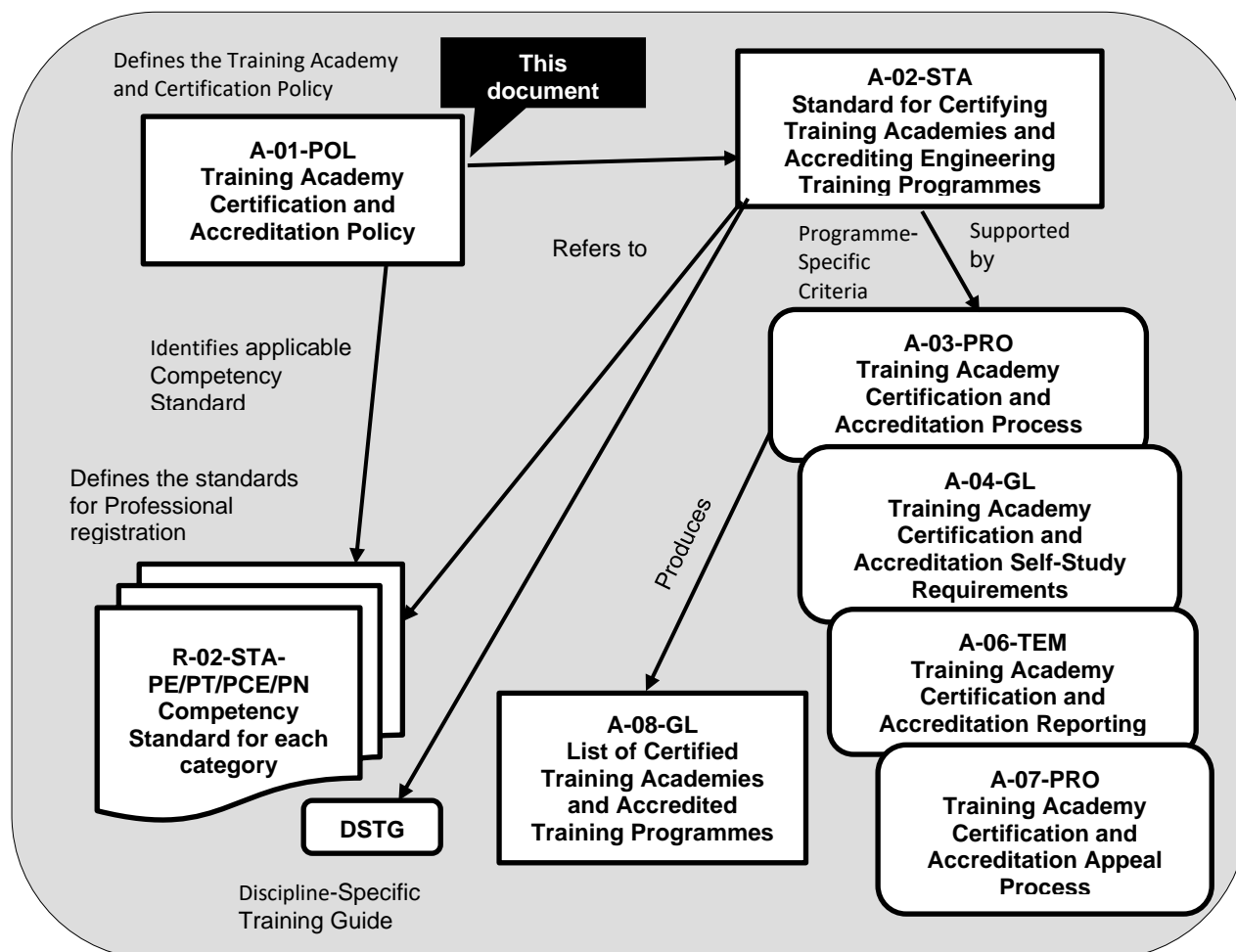



Figure 1: Documents defining the ECSA Training Academy Certification and Accreditation system

3. PURPOSE OF THIS DOCUMENT

This document defines the policies set by ECSA that govern the certification of Training Academies and the accreditation of associated engineering training programmes. The policy gives effect to the provisions of the EPA regarding Section 13(i). The standards, criteria, policies and procedures that define the Training Academy certification and engineering training programme accreditation system are defined in a set of documents, the structure of which is shown in **Figure 1**.

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This policy encompasses the following:

- Policy Provisions: Criteria for certifying a Training Academy; Criteria for accrediting engineering training programmes
- Progression of training for candidates
- Individual Professional Development (IPD)
- Transparency, confidentiality, publication of decisions and costs
- Issuing of certificate.

This policy is supported by competency standards, competency guidelines, processes for assessments, training and mentoring guidelines, discipline-specific training guides, application guidelines, standard forms, CPD and information specific to particular work contexts. Relevant documents are referred to within this policy.

4. INTERNATIONAL RECOGNITIONS

ECSA is recognised internationally under the auspices of the International Engineering Alliance (IEA) via the following:

Educational Accords:

- Washington Accord (WA)
- Sydney Accord (SA)
- Dublin Accord (DA).

Competency Agreements:


- International Professional Engineers Agreement (IPEA)
- International Engineering Technologist Agreement (IETA)
- Agreement for International Engineering Technicians (AIET).

5. POLICY STATEMENT

This policy outlines both the requirements with which organisations need to comply to be certificated as Training Academies and the requirements with which relevant engineering training programmes need to comply to be accredited as such.

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This policy document is not a stand-alone document and should be read together with other documents, such as the following:

- The Standing Orders of the Council.
- Stakeholder Engagement Framework.
- Ethical guidelines and professional standards expected of ECSA employees and stakeholders.
- Risk Management Instruments.
- Data Protection and Privacy Instruments.
- Compliance Instruments applicable to laws, regulations and standards.
- Conflict of Interest Instruments.
- Quality Assurance Instruments.
- Human Resources Instruments.
- Financial Management and Procurement Instruments.
- Health and Safety Instruments.
- Information Technology Instruments, supplemented by the ECSA Renovation Project (ITC).


6. APPLICABLE LEGISLATIVE FRAMEWORK

The following legislative documents are applicable to this policy:

- Engineering Profession Act, 46 of 2000
- Skills Development Act, 97 of 1998
- Higher Education Act, 101 of 1997):
 - Higher Education Qualifications Framework (HEQF)
 - Higher Education Qualifications Sub-framework (HEQSF)
- National Qualifications Framework Act, 67 of 2008
- Professional and Technical Services Charter
- Protection of Personal Information Act, 2 of 2000
- Promotion of Access to Information Act, 4 of 2013
- Promotion of Administrative Justice Act, 3 of 2000.

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Note: Policy directives are as determined from time to time by the minister of Public Works and Infrastructure as the shareholder on behalf of the South African government.

7. POLICY PROVISIONS

7.1 Criteria for certifying a Training Academy


A Training Academy must be adequately resourced and suitably led to ensure it can sustainably offer engineering training programmes.

Criterion 1: Resourcing and leadership

- The work horizon of the Training Academy must be such that it can offer good quality training to candidates to meet the professional requirements.
- A Training Academy must have established equity and diversity plans that inform the selection and admission of candidates.
- A Training Academy must be able to provide the following:
 - A desk for each candidate admitted to the training programme.
 - A personal computer/laptop with the relevant licensed software loaded for each candidate admitted to the training programme to carry out the necessary work, as required.
 - Internet facilities for each candidate admitted to the training programme to enable each candidate to conduct research and upload reports to the ECSA website, as required.
- A Training Academy must have a work horizon that allows candidates to complete their relevant training on appropriate engineering activities. There must be a horizon of work for at least one certification cycle (i.e., the next 4 years).
- A strategy for recruitment, development and retention of mentors must be in place and aligned with the diversity plan of the Training Academy.
- The number of mentors must sufficient for the associated engineering training programmes but not exceed the following:
 - One mentor to four candidates (1:4) if the mentor is from the Training Academy; or
 - One mentor to 10 candidates (1:10) if the mentor is sourced externally.

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- A Training Academy must have qualified and/or experienced supervisors to coach candidates on the work assigned to them. During the ECSA visit, if there are three or more supervisors per discipline, a sample number can be interviewed. If there are fewer than three per discipline, all must be interviewed.
- A Training Academy must be adequately funded.
- Mentor remuneration must be adequate and effectively used.
- Staff responsible for a Training Academy's development programmes must be adequately qualified, experienced and skilled in line with the Skills Development Act, 97 of 1998, and all other applicable legislations.
- The associated engineering training programmes must be quality assured to adequately address the criteria set out in Section 7.2.
- The Training Academy must be able to accommodate persons with disability.

7.2 Criteria for accrediting an engineering training programme

This section defines the criteria for accrediting engineering training programmes within a Training Academy. These are generic and applied to each category of registration and each discipline.

The following sections present the criteria for training programmes that produce cohorts of professionals.


7.2.1 Criterion 1: Competency outcomes

A detailed training programme must be planned to address the key training areas as defined in the Competency Standards and are, in principle, divided into five groups as follows:

- Knowledge-based engineering problem solving
- Managing engineering activities
- Impacts of engineering activities
- Exercise judgement, take responsibility and act ethically
- Initial Professional Development (IPD).

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7.2.2 Criterion 2: Work horizon

A Training Academy must have a work horizon within the engineering training programme that must fulfil the following:

- It must be set at the appropriate level defined in the standards for professional registration for each category.
- It must have the variety of work activities necessary for proper development of the candidate.
- It must allow all candidates to complete the training programme.
- It must have no less than the minimum accreditation period of 4 years.
- It must allow for an increase in responsibility and accountability of the candidate within the Training Academy

7.2.3 Criterion 3: Qualified mentors

The Training Academy must provide qualified mentors as evidenced by the following:


- Be professionally registered with ECSA in an appropriate category and discipline.
- Have contextual knowledge in the area of the applicant's offered evidence.
- Have not been subjected to any misconduct or found guilty of any offence.
- Have not been refused registration on any grounds stated in Section 3(i–vi) of the EPA.
- Have not had their registration cancelled as contemplated in Section 20 of the EPA.
- Be compliant with all the ECSA registration requirements as a professional.
- If mentors are involved in ECSA activities, they are not excluded from any of the Training Academy Certification and Accreditation processes.

Where WIL is required for credit towards the qualification, mentors must ensure that learning is executed effectively:

- Learning objectives and outcomes to be achieved are defined and agreed with the academic provider.
- There is ongoing communication with the academic provider.
- Monitoring and recording of the relative objectives are executed.

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7.3 Certification of Training Academies

The objective of certifying a Training Academy is to ensure that it meets the relevant certification criteria. Within this policy, Certification signifies formal recognition by ECSA through a quality assurance procedure that ensures the Training Academy meets the certification criteria.

Certification means that a Training Academy is judged as satisfying the prescribed criteria and can support the engineering training programmes that are offered. Should a Training Academy not satisfy all certification criteria, its engineering training programmes will not be eligible for accreditation. For details of the Training Academies certification process, refer to document **A-03-PRO**.

The Accreditation & Training Committee (ATC) is a High Impact ECSA Committee that provides oversight of the implementation of Policies and Standards. In relation to Training academies, it certifies academies, accredits academy candidacy training programmes and supports the effectiveness of the Governing Council in relation to these matters.

7.3.1 Stages for Training Academy certification

Training Academy certification is divided into three stages:

(a) **Signing of MOU:** Through the Training Academy MoU, the ECSA and potential Training Academy agree to establish a strategic collaboration to encourage cooperation and partnership for their mutual benefit in line with their respective mandates.


(b) **Initial Desktop Evaluation:** Desktop Evaluation of proposed Training Academy

ECSA offers Initial Desktop Evaluations for new Training Academies. An Initial Desktop Evaluation of a new Training Academy considers the extent to which the Academy satisfies criterion 1 in section 7.1 for its certification as judged from a fully detailed proposal.

(c) Certification of the Training Academy

Within this policy, Certification signifies formal recognition by ECSA through a quality assurance procedure that ensures the Training Academy meets the certification criteria.

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Certification of the Training Academy means that it is judged to satisfy the prescribed criteria and can continue to support the engineering training programmes it offers for a defined period in line with the accreditation of those programmes.

1. The Certification Cycle

The certification cycle is 4 years and is aligned with the regular accreditation visit cycle should any engineering training programmes be accredited.

A Training Academy that is certified for a period shorter than the full cycle with the requirement that the deficiency (defined in Section 7.3 of **A-02-STA**) is remedied remains certified and should be described as such to the public by ECSA and the organisation.

2. Training Academy responsibilities:


- (a) Provide all relevant documentation that meets requirements to satisfy Section 7.1 of A-01-POL and Section 6.1 of A-02-STA before commencing the certification process.
- (b) During the certification period, the Training Academy is required to notify ECSA of the following:
 - Any changes to the Training Academy that could potentially affect compliance with the certification criteria.
 - Altered conditions that could be detrimental to the sustainability of the Training Academy.
- (c) Provide ECSA with any information that may be requested.
- (d) The Training Academy must approach the ECSA within 6 months of the successful completion of an Initial Desktop Evaluation to initiate the Certification process.

Accreditation of engineering training programmes can only be initiated once a Training Academy has successfully completed the Certification process.

7.3.2 The Certification Team

The team comprises two team members, both of whom are equally accountable for compiling the report. During the site visit, one team member leads the discussion.

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Certification team members

An individual on the list of assessors may be identified by ECSA's Regulatory Functions Division in consultation with the ATC as a designated Team Member, provided the person satisfies the following criteria:

- Is registered in the relevant category.
- Has completed the mandatory training in the method of certification.
- Attends further refresher training.

The Regulatory Functions Division must ensure a representative composition in terms of diversity, experience, disciplines and competencies.

7.4 Accreditation of engineering training programmes

Within this policy, Accreditation signifies formal recognition by ECSA through a quality assurance process that ensures the engineering training programme meets the accreditation criteria.

Accreditation of the engineering training programme means that the engineering training programme is judged as satisfying the prescribed criteria and is able to continue to produce candidates who meet the competency outcome criteria for a defined period of up to 4 years. The objective of accrediting engineering training programmes is to ensure that a training programme meets the relevant accreditation criteria for such a training programme. Accreditation serves several functions, as outlined below:

- It assures the public of the quality of the training programme for the relevant category and discipline.
- It encourages improvement and innovation in engineering training in response to national and global needs.


7.4.1 Stages for training programme accreditation

Engineering training programme accreditation has four stages:

- **Initial desktop evaluation:** Desktop evaluation of proposed training programme leading to the endorsement of the programme.

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- **Provisional accreditation:** Visits held 2 years after endorsement has been granted.
- **Interim accreditation:** Visit held 12 months after Provisional Accreditation.
- **Regular accreditation:** Visits according to the 4-year accreditation cycle.

Initial desktop evaluation

The first stage of accreditation of new engineering programmes is an Initial Desktop Evaluation that grants endorsement of the programmes.

An Initial Desktop Evaluation of a new engineering training programme considers the extent to which the programme:

- satisfies Criterion 1 as judged from a fully detailed proposed engineering training programme
- presents a scheduled work horizon plan that demonstrates how the Training Academy meets Criterion 2
- presents detailed curriculum vitae (CVs) of all proposed mentors to meet the sub-criteria of Criterion 3
- presents evidence of planning and institutional commitment to the engineering training programme and provides resources for both the start-up of the engineering training programme and on an ongoing basis as evidenced using the criteria associated with the Certification of a Training Academy
- has a minimum of one person to lead who has experience and is qualified according to the Skills Development Act, 97 of 1998.


Provisional accreditation

Provisional accreditation is a form of accreditation that may be awarded to a new or extensively revised training programme through the evaluation of a quality assurance process after 2 years of having obtained the endorsement.

A physical provisional accreditation visit must be conducted 2 years after the endorsement has been granted. The Training Academy must implement the endorsed programmes in the two years between endorsement and the provisional accreditation visit.

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Provisional accreditation indicates to the Training Academy and the candidates in the engineering training programme that the parts of the engineering training programme that have already been implemented are generally consistent with the applicable criteria. The accreditation also specifies that if the remainder of the engineering training programme is implemented as planned and identified deficiencies and concerns are addressed, the engineering training programme is likely to gain full accreditation.

ECSA gives no commitment to accredit the engineering training programme at this stage if deficiencies and/or concerns are identified.

If deficiencies and/or concerns are identified, Provisional accreditation is granted for a period of 12 months and an interim accreditation visit will need to be conducted within 12 months of the provisional accreditation taking place.

Interim accreditation

If, during the interim accreditation, deficiencies and/or concerns are found to have been sufficiently addressed, Regular Accreditation is granted until the end of the accreditation cycle.

Regular accreditation

Regular accreditation visits take place as per the accreditation cycle, every 4 years, and must not extend beyond the next Regular Visit.

7.4.2 The Accreditation Team


(a) Types of assessors

The following types of assessors are involved in an accreditation process:

- **Accreditation Panel Leader:** The person appointed to lead a Training Academy Accreditation Multi-team
- **Accreditation Team Leader:** A person appointed to lead the training programme Accreditation Team.
- **Accreditation Team Member:** A person appointed into a training programme Accreditation Team.

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Accreditation panel leader

An individual on the list of assessors who has experience as an Accreditation Team Leader may be identified by the ECSA Regulatory Functions Division in consultation with the ATC and be designated an Accreditation Panel Leader providing the individual satisfies the following criteria:

- Is registered in the relevant category.
- Has 3 years post-registration experience.
- Has experience of at least 3 accreditation visits as an Accreditation Team Leader.
- Has been identified by the Regulatory Functions Division and ratified by the ATC as a potential Accreditation Panel Leader.
- Has completed the mandatory training in the method of accreditation.

Accreditation team leader

An individual on the list of assessors who has experience as a Team Member may be identified by the ECSA Regulatory Functions Division in consultation with the ATC as a designated team leader provided the person satisfies the following criteria:

- Is registered in the relevant category.
- Has 3 years post-registration experience.
- Has been identified by the Regulatory Functions Division and ratified by the ATC as a potential Team Leader.
- Has completed the initial mandatory training in the method of accreditation.
- Attends further refresher training.


Accreditation team member

An individual on the list of assessors may be identified by the ECSA Regulatory Functions Division in consultation with the ATC as a designated team member provided the person satisfies the following criteria:

- Is registered in the relevant category.
- Has completed the mandatory training in the method of accreditation.
- Attends further refresher training.

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The Regulatory Functions Division must ensure a representative composition in terms of diversity, experience, disciplines and competencies.


(b) Composition of the Accreditation Team

To evaluate an engineering training programme, the Accreditation Team must be constituted as follows:

- An Accreditation Team is appointed for each engineering training programme to be evaluated, providing the following are implemented:
 - The ATC plays an oversight role in selecting the Accreditation Teams.
 - In consultation with the ATC, the Regulatory Functions Division selects and appoints the Panel Leader.
 - In consultation with the Panel Leader, the Regulatory Functions Division selects and appoints a Team Leader and Team Members.
 - Where necessary, the Regulatory Functions Division in consultation with the Panel Leader co-opts competent persons to fill whatever vacancy may be required.
- In the case of an Initial Desktop Evaluation, the panel leader also takes on the role of team leader.
- The team must have no less than 3 members who are currently active in the industry or professionally involved in the specific discipline (e.g., Civil) of the engineering training programme being evaluated.
- The team member's individual specialities should be spread as evenly as possible across the disciplines of the engineering training programmes under evaluation.
- The team leader may designate a team member as rapporteur, but the team leader retains final responsibility for the report.
- Additional requirements for the composition of the team are defined in Schedule 1 for each type of programme.

Schedule 1: Composition of the Accreditation Team	
Programme Type	Composition
All training programmes	1. A single accreditation team with the required mix of disciplines appointed to evaluate the engineering training programme.

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	2. An appropriate mix of Professional Engineers, Professional Engineering Technologists and Professional Engineering Technicians as required for the engineering training programme being evaluated
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For details of the accreditation process for engineering training programmes, refer to document **A-03-PRO**.

(c) Composition of the ATC

The composition of the ATC to evaluate accreditation reports is defined in the ATC Terms of Reference. The ATC must co-opt members as necessary to ensure the following criteria are met:

- There are no less than 3 members who are currently active in the industry or professionally in the category of the engineering training programmes being accredited.
- The co-opted members must meet the criteria of a Team Leader as defined in Section 7.4.2.

7.4.3 Observers


Observation of accreditation visits plays an important part in validating and improving ECSA's processes and informing interested parties about ECSA's practices. Potential observers include the following:

- International observers
- Representatives of related standards and quality assurance bodies
- Persons approved by the Regulatory Functions Division.

Observers are expected to be present for the full duration of the accreditation, including the Accreditation Team meetings. Observers may be present at all Accreditation Team activities, including closed Accreditation Team meetings. Observers may not influence the Accreditation Team's recommendation. Observers should be available during the formulation of the team report and recommendation and may only contribute to the recommendation if the contribution does not influence the Accreditation Team's final decision.

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7.5 Duties and functions of the Accreditation and Training Committee Regulatory Functions Division


7.5.1 Accreditation and Training Committee

The ATC obligations are as follows:

- Oversee the development and implementation and/or review of ECSA strategy in respect of the academy architecture.
- Oversee the development and implementation of the academy policies and standards.
- Oversee the conclusion and implementation of the Memoranda of Understanding between the ECSA and prospective Training Academies.
- Provide inputs into the effectiveness of the academy policies, standards and procedures that govern the certification of academies, accreditation of academies' programmes and monitoring and auditing of Training Academies.
- Oversee the application and execution of clear, fair and consistent guidelines for the certification of academies, the accreditation of academies' programmes, and the monitoring and auditing of Training Academies.
- Advise on strategic matters related to the interpretation of policies and standards relevant to the ECSA academy concept for consideration by the Research Policy and Standards Committee (RPSC).
- Oversee the process for improving existing ECSA academy strategies in respect of the academy concept and ensure ultimate efficacy of the system.
- Oversee the development of training documentation in accordance with the approved academies policies and standards.
- Oversee the conduct of the training of organisations/companies on academies policies, standards and associated regulatory instruments.
- Oversee the training of Assessors/Moderators/Mentors on academy policy, standard and assessment of academy certification and/or applications.
- Oversee the development and maintenance of the ECSA database of Mentors as informed by the ECSA research outcomes.

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- Oversee the process for the screening of 'matured' candidates who have been with their organisation/company/workplace/engineering firm for over 3 years through the Mobile ECSA initiative.
- Oversee the monitoring of the incremental logging of the experience of candidates by the Certified Training Academies according to the academies' policies and standards.
- Play an oversight role over the effective monitoring and auditing of Certified Training Academy compliance in accordance with ECSA policies, standards and associated regulatory instruments.

7.5.2 Regulatory Functions Division

The ECSA Regulatory Functions Division's obligations are to:

- draw up a preliminary certification and accreditation visit schedule for ATC approval
- approve observer attendance
- appoint the relevant Certification and Accreditation Teams
- manage all administrative requirements pertaining to visits
- consult with the ATC and relevant role players to identify potential assessors
- issue a list of Certified Training Academy and accredited engineering training programmes by the ATC and update the list as certification and accreditation decisions are made.


8. ASSESSMENT GUIDELINE FOR THE REGISTRATION PROGRESS OF CANDIDATES

This section defines how the progress of candidates from the Certified Training Academies is assessed. This assessment determines if candidates meet the necessary outcomes for professional registration as defined in the Competency Standards (**R-02-PE/PT/PCE/PN**) and policies (documents **R-01-POL-PC** and **R-01-POL-SC**).

Candidates can submit their Training and Experience Reports (TERs) and Engineering Reports (ERs) as defined in document **R-01-POL-PC/SC** to their mentors and referees for review if they wish to.

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The ER should indicate which outcomes the candidate has met. The ECSA will assess the individual TER and ER against each outcome as defined in documents **R-02-PE/PT/PCE/PN** with the relevant guidance for each outcome given in documents **R-08-PE/PT/PN/PCE**.

The completed and signed application forms must be submitted to ECSA as per ECSA's cycle and processes.

9. INDIVIDUAL PROFESSIONAL DEVELOPMENT

The Standard for CPD Validators, Providers and Activities (document **ECPD-01-STD**) designates ECSA as the sole custodian of CPD, with other role players such as Voluntary Associations (VAs), Higher Education Institutions (HEIs) and CPD Service Providers assuming important functions that are primarily delegated and monitored by ECSA. Furthermore, it should be noted that Certified Training Academies can act as CPD Service Providers for Category 1 CPD Activities. Candidates registering with ECSA through the Training Academy are also required to undertake professional development activities sufficient to maintain and extend their competence, thus aligning with Outcome 11 of the ECSA Registration Policy requirements. Furthermore, candidates should familiarise themselves with the pre-registration CPD-type Activity Report for their Individual Professional Development (IPD), available as Form **AN4 IPD**, part of the registration package.


Category 1 CPD Activities include conferences, congresses, large group workshops, lectures, seminars, refresher courses, colloquiums, E-Learning, additional relevant and completed qualifications and completed postgraduate qualifications. These Category 1 activities are suitable to be used to support candidates' competency, enhancing the ability to adapt to emerging technologies and the ever-changing nature of the engineering industry.

10. TRANSPARENCY, CONFIDENTIALITY, PUBLICATION OF DECISIONS AND COSTS

The certification and/or accreditation process requires confidentiality in some respects while being transparent in others. This section describes ECSA's approach to achieving the correct balance between transparency and confidentiality. It further outlines the costs for the certification and/or accreditation process.

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10.1 Confidentiality

Apart from reflecting the outcome of each certification and/or accreditation evaluation in the list of Certified Training Academies and accredited engineering training programmes, ECSA does not divulge details of investigations, documentation, correspondence and discussions between the ECSA, the Certification and/or Accreditation Team and the Training Academy concerned without the Training Academy's approval.

10.2 List of Certified Training Academies and accredited engineering training programmes

After each set of certification and/or accreditation decisions has been finalised, the ECSA Regulatory Functions Division, on behalf of the Council, publishes document **A-08-GL**, which contains a list of all the previous and current Certified Training Academies and Accredited engineering training programmes. The list shows the initial and final year of the certification or accreditation period. In the case of a Training Academy no longer being certified or an engineering training programme no longer being accredited, the previous periods of certification or accreditation are shown. Provisionally accredited engineering training programmes are also identified in the list.

The list of accredited engineering training programmes must indicate the associated disciplines and include the dates of validity of accreditation, which are specified in a month/year format.

10.3 Appeals


Document **A-07-PRO** defines the procedure to be followed to appeal a decision of the ATC.

10.4 Costs

From time to time, ECSA will determine certification and accreditation fees based on averaged costs levied for conducting such visits within South Africa. In addition, the Training Academy is expected to bear the costs of documentation, meals and refreshments during the visit. The cost of certifying the Training Academy and accrediting engineering training programmes is the Training Academy's responsibility and is according to annual approved fees as determined by the ECSA council.

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10.5 Issuing of Certificates

A certificate is issued when an organisation has met the criteria for certification and accreditation.

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REVISION HISTORY

Revision Number	Revision Date	Revision Details	Approved By
Rev. 0.2	16 January 2017	New Concept Document	JH Cato / CEO
Rev. 0.2	15 February 2017	Comments and amendments	Working Group
Rev. 0.2	29 March 2017	Further comments and amendments	Working Group
Rev. 0.2	10 April 2017	Approved with minor amendments	PDSGC Approval
Rev. 0.2	18 May 2017	Approved	Council Approval
Rev. 1.0	19 September 2017	Amendment to align with other documentation	JH Cato
Rev. 1.0	28 September 2017	Incorporated received workshop comments	JH Cato
Rev. 2.0	9 October 2017	Approved with minor amendments	PDSGC
Rev. 2	16 November 2017	Approved and aligned with approved QMS template	Council
Rev. 2	23 March 2020	Aligning with the ECSA Policy on Policies Framework and merging with document A-03-POL Recommendation for submission to the RPSC for approval	EL Nxumalo
Rev 3	09 June 2020	Approval via round robin	RPSC Members
Rev 3	18 June 2020	Final approval	RPSC
Rev 3	20 August 2020	Ratification	Council
Rev. 4 Draft A	December 2021	Document name revised to include the aspect of accrediting engineering training programmes Oversight committee changed from CRC to TADC Responsibility changed from CRC to TADC New definitions added New section: Certification of Training Academies added	Working Group

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Revision Number	Revision Date	Revision Details	Approved By
		Criterion 4: Resourcing to ensure sustainability of the training programme section removed. All the changes	
Rev. 4 Draft B	5 November 2021	Review with the Education BU	RPS BU and Education BU
Rev. 4 Draft C	2 February 2022	Submission to the ATT for inputs and comments	RPS BU and Education BU
Rev. 4 Draft D	22 February 2022	Submission to the TADC for inputs and comments	RPS BU and Education BU
Rev. 4 Draft E	17 March 2022	Submission to the ATT for inputs and comments	RPS BU and Education BU
Rev. 4 Draft F	30 March 2022	Review and Recommendation for Approval	Executive RPS: EL Nxumalo
Rev. 4	12 April 2022	Approval	RPSC
Rev. 4	23 June 2022	Ratification	Council
Rev. 5	13 May 2024	Updated definitions – Accreditation, Accredited Engineering Training Programme, Assessment, Candidate, Category, Continuing Professional Development, Certified Training Academy, Mentor Added definitions – Impacts of Engineering Activities, Initial Professional Development, Mentee, Training Academy Deleted definitions – Final report, Final visit, Reviewer, Stage 1 Added abbreviations –AIET, ATC, CHE, DA, HEI, HEQSF, IPEA, IETA, TA, SA, WA Deleted abbreviations – TADC Section 3 – final paragraph updated Added the certification cycle Added The Accreditation Cycle Added the Responsibilities of the Training Academy	WG

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Revision Number	Revision Date	Revision Details	Approved By
		Responsibility changed from TADC to ATC Working Group RPS BU Education BU ECSA Legal Added the Certification cycle and responsibility of training Academy changed the composition of the certification team Revised and updated the stages for training programme accreditation Updated the assessment guideline for the registration process of candidates Revised the Continuing professional development Updated the Costs section Deleted Awards ceremony Added issuing of certificate Education BU	
Rev. 5 Draft B	03 April 2024	Document sent to Registration BU for inputs and comments	RIDR BU
Rev. 5 Draft C	13 May 2024	Document reviewed with WG and RI, Education and Registration BU	RIDR BU Registration BU, and Education BU
Rev. 5 Draft D	12 June 2024	Reviewed and checked	Executive RSIR
Rev. 5	25 June 2024	Approval	RPSC

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The Policy for:

Training Academy Certification and Engineering Training Programme Accreditation.

Revision 5 dated 25 June 2024, and consisting of 31 pages, has been reviewed for adequacy by the Business Unit Assistant Manager and is approved by the Executive: Regulatory Services & International Relations (ERSIR).



Business Unit Manager

16 July 2024

Date



Executive: RSIR

2024/07/16

Date

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