ENSURING THE EXPERTISE TO GROW
SOUTH AFRICA

Training Academy Certification and Engineering Training Programme Accreditation Reporting Templates

A-06-TEM

REVISION 1: 12 April 2022

ECSA

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1. INTRODUCTION

The Certification and Accreditation Team and Panel Leader Reports consist of the elements that are defined in this document. The accompanying templates are provided in an electronic format and should be completed using Microsoft Word. Instructions to rapporteurs are *italicised*. This form is to be used for the following types of evaluation: Regular, Interim, Final, Provisional and Initial Desktop Evaluation. In cases where the Training Academy has not produced graduates, the evaluation is based on implementation already completed (if any) and planning information. The Team must evaluate the actual factor if already implemented or the plans for satisfying each criterion. The Team must choose wording to indicate whether an actual or planned aspect is evaluated.

2. REPORT FOR TRAINING ACADEMY CERTIFICATION

The Certification Team is required to report on the Training Academy holistically. This includes an evaluation against the certification criterion and an assessment of any issues of concern and deficiency. In the case of an Initial Desktop Evaluation, the Team must comment on the prognosis of the Training Academy meeting the criteria when fully implemented.

The report should be suitable for the various audiences that may engage with its findings, that is, the Training Academy and Development Committee, the Head and the staff responsible for the Training Academy, and the senior management team of the business organisation.

The template requires reporting under the headings that follow.

2.1 Training Academy and Team details

Use the template that is provided in Annexure 1. The details must include the name of the Training Academy and the Team details.

2.2 Background to Training Academy Certification

For relevant background or contextual information, refer to previous certification decisions.

CONTROLLED DISCLOSURE
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2.3 Criteria and procedures applied

List the applied Policies, Criteria, Standards and Processes, referring to relevant documents and giving the revision number and date.

2.4 General observations of the Training Academy

Provide holistic observations of the Training Academy.

2.5 Follow-up on previous accreditation

List the deficiencies (if any) and concerns (if any) arising from previous certification(s). Summarise the Training Academy's response to each and the Team's evaluation of whether each issue was resolved or not.

2.6 Resourcing and Leadership (Criterion 1)

- Comment on evidence (extent, adequacy, etc.) presented against this criterion in self-study and other material.
- Present further information elicited during the certification (if relevant).
- Comment on the Team's evaluation of the evidence against this criterion (reasoning of the Team leading to the recommendation that is to be given).
- Comment on the Team's conclusion regarding compliance of the Training Academy with this criterion.
- Introduce any deficiencies and concerns (formal statement of concerns and deficiencies in the format prescribed in Appendix C).

2.7 Response to previously identified deficiencies and concerns, capacity for improvement and Training Academy review

In the case of deficiencies and concerns identified during the previous certification, such deficiencies and concerns must be adequately addressed.

2.8 Recommendation

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- Preamble: Overall reasoning of the Team leading to the recommendation.
- Recommendation using one of the standard forms in Appendix A.
- A clear and complete statement of any deficiencies and concerns in the format prescribed in Appendix C.

2.9 Acknowledgements

2.10 Signatures

The Certification Panel Leader must sign and date the *final* version of the report.

3. REPORT FOR ENGINEERING TRAINING PROGRAMME ACCREDITATION

The accreditation Team is required to report on the engineering training programme holistically. This includes an evaluation against the accreditation criteria and an assessment of any issues of concern and deficiency. In the case of a Provisional or Initial Desktop Evaluation, the Team must comment on the prognosis for the Training Academy of the engineering training programme meeting the criteria when fully implemented.

The report should be suitable for the various audiences that may engage with its findings, that is, the Training Academy and Development Committee, the Head and the staff responsible for the Training Academy, and the senior management team of the business organisation.

The template requires reporting under the headings that follow.

3.1 Training Academy, engineering training programme and Team details

Use the template that is provided in Annexure 3. The details must include the name of the Training Academy, the name of the engineering training programme and the Team details.

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3.2 Background to engineering training programme accreditation

For relevant background or contextual information, refer to previous accreditation decisions.

3.3 Criteria and procedures applied

List the applied Policies, Criteria, Standards and Processes, referring to relevant documents and giving the revision number and date.

3.4 General observations of the Training Academy and the engineering training programme

Provide holistic observations of the Training Academy and the engineering training programme.

3.5 Follow-up on previous accreditation

List the deficiencies (if any) and concerns (if any) arising from previous accreditation(s) and summarise the Training Academy's response to each and the Team's evaluation of whether each issue has been resolved or not.

3.6 Competency Outcomes (Criterion 1)

- Comment on evidence (extent, adequacy, etc.) presented against this criterion in self-study and other material.
- Present further information elicited during the accreditation (if relevant).
- Comment on the Team's evaluation of the evidence against this criterion (reasoning of the Team leading to the recommendation that is to be given).
- Comment on the Team's conclusion regarding compliance of the programme with this criterion.
- Introduce any deficiencies and concerns (formal statement of concerns and deficiencies in format prescribed in Appendix C).

3.7 Work Horizon (Criterion 2)

Follow the approach detailed in Section 2.6.

3.8 Qualified Mentors (Criterion 3)

Follow the approach detailed in Section 2.6.

3.9 Response to previously identified deficiencies and concerns, capacity for improvement and programme review

In the case of deficiencies and concerns identified during the previous accreditation, such deficiencies and concerns must be adequately addressed.

3.10 Recommendation

- Preamble: Overall reasoning of the Team leading to the recommendation.
- Recommendation using one of the standard forms in Appendix B.
- A clear and complete statement of any deficiencies and concerns in the format prescribed in Appendix C.

3.11 Acknowledgements

3.12 Signatures

The Accreditation Team Leader and the Accreditation Panel Leader must sign and date the *final* version of the report.

4. APPENDICES

The Evaluation Support Forms in the appendices lead the Team through the accreditation and certification criteria as appropriate and provide spaces for recording judgements and supporting notes against criteria and their sub items. While Annexure 2 or Annexure 4 is attached to the report, the body of the report in Section 2 (Annexure 1) or Section 3 (Annexure 3) must stand-alone.

APPENDIX A: RECOMMENDATION FORMATS FOR TRAINING ACADEMY CERTIFICATION

The Certification Team recommends the following to the Training Academy and Development Committee *(Delete inapplicable committee. Choose one of the following recommendations and delete the others):*

DC1: At any type of visit or evaluation of an Interim Report: If the Training Academy has no deficiencies:

The ……… Training Academy will be certified until the year …….., that is, until the year of the next regular Certification Visit.

DC2(a): At a Regular Visit: If the Training Academy is deficient and an Interim Visit within two (2) years is appropriate:

The ……….. Training Academy will be certified until the year ……. Deficiencies identified in this report are to be addressed. An Interim Visit is required in the year ……… to evaluate the results of the actions taken to overcome the deficiencies.

DC2(b): At a Regular Visit: If the Training Academy is deficient and an Interim Report within one (1) year is appropriate

The ……….. Training Academy will be certified until the year ……. Deficiencies identified in this report are to be addressed. An Interim Report is required by ……, detailing the actions to overcome the deficiencies and the objective measures indicating the success of these actions.

DC3: In the case of evaluation by an Interim Report at which deficiencies persist from the previous visit or new deficiencies appear:

The ……….. Training Academy will be certified until the year ……. Deficiencies identified in this report are to be addressed. Notice is given that an Interim Visit must be initiated within ….. months.

DC4: At an Interim Visit: If deficiencies persist from the previous visit or new deficiencies appear:

The ……….. Training Academy will be certified until the year ……. Deficiencies identified in this report are to be addressed. Notice is given that certification will be withdrawn if the deficiencies are not satisfactorily remedied. A Final Certification Visit is required not later than ……… to evaluate the results of the actions taken to overcome the deficiencies.

DC5: At a Final Visit: If deficiencies persist from the previous visit or new deficiencies appear:

The certification of the ……….. Training Academy will be withdrawn with effect from …….

DC6. At any of the above visits: If there is a demonstrable lack of commitment and capacity to improve the current or previously declared deficiencies:

Notice is hereby issued that certification of the Training Academy will be terminated if deficiencies identified in this report are not remedied within six (6) months of the decision being communicated to the provider. A Final Certification Visit must be conducted within this period.

In the case of a Training Academy being submitted for Initial Desktop Evaluation, the opinion on the planned academy is as follows:

O1: The planned ……. Training Academy as reflected in the documentation is free from deficiencies and concerns.

O2: Aspects of the planned ……. Training Academy as reflected in the documentation are potentially deficient in the respects listed above.

O3: Aspects of the planned ……. Training Academy as reflected in the documentation are cause for concern in the respects listed above.

Or a combination of O2 and O3.

At any type of visit: If necessary, add the following:

Concerns recorded in this report are to be addressed and will be reviewed at the next Certification Visit.

APPENDIX B: RECOMMENDATION FORMATS FOR ENGINEERING TRAINING PROGRAMME ACCREDITATION

The Accreditation Team recommends the following to the Training Academy and Development Committee *(Delete the inapplicable committee. Choose one of the following recommendations and delete the others):*

D1: At any type of visit or evaluation of an Interim Report: If the programme has no deficiencies:

The ……… engineering training programme will be accredited until the year …….., that is, until the year of the next regular Accreditation Visit.

D2(a): At a Regular Visit: If the engineering training programme is deficient and an Interim Visit within two years is appropriate:

The ……….. engineering training programme will be accredited until the year ……. Deficiencies identified in this report are to be addressed. An Interim Visit is required in the year ……… to evaluate the results of the actions taken to overcome the deficiencies.

D2(b): At a Regular Visit: If the engineering training programme is deficient and an Interim Report within one year is appropriate:

The ……….. engineering training programme will be certified until the year ……. Deficiencies identified in this report are to be addressed. An Interim Report is required by ……, detailing the actions taken to overcome the deficiencies and the objective measures indicating the success of these actions.

D3: In the case of evaluation by an Interim Report at which deficiencies persist from the previous visit or new deficiencies appear:

The ……….. engineering training programme will be certified until the year ……. Deficiencies identified in this report are to be addressed. Notice is given that an Interim Visit must be initiated within ….. months.

D4: At an Interim Visit at which deficiencies persist from the previous visit or new deficiencies appear:

The ……….. engineering training programme will be accredited until the year ……. Deficiencies identified in this report are to be addressed. Notice is given that accreditation will be withdrawn if the deficiencies are not satisfactorily remedied. A Final Accreditation Visit is required not later than ……… to evaluate the results of the actions taken to overcome the deficiencies.

D5: At a Final Visit: If deficiencies persist from the previous visit or new deficiencies appear:

The accreditation of the ……….. engineering training programme will be withdrawn with effect from …….

D6. At any of the above visits: If there is a demonstrable lack of commitment and capacity to improve current or previously declared deficiencies:

Notice is hereby issued that accreditation of the engineering training programme will be terminated if the deficiencies identified in this report are not remedied within six (6) months of the decision being communicated to the provider. A Final Accreditation Visit must be conducted within this period.

D7. For an engineering training programme evaluated for provisional accreditation that is judged likely to receive accreditation if implementation continues according to documented plans:

The ……… engineering training programme will be provisionally accredited until the year …….. The first Regular Visit must be arranged for the year after the first Candidates have registered.

If there are actual or potential deficiencies that make accreditation unlikely if implementation continues according to documented plans:

D8: Provisional accreditation will not be granted to the …. engineering training programme.

In the case of a programme submitted for Initial Desktop Evaluation, the opinion on the planned programme is as follows:

O1: The planned …… engineering training programme as reflected in the documentation is free from deficiencies and concerns.

O2: Aspects of the planned …… engineering training programme as reflected in the documentation are potentially deficient in the respects listed above.

O3: Aspects of the planned …… engineering training programme as reflected in the documentation are cause for concern in the respects listed above.

Or a combination of O2 and O3.

At any type of visit: If necessary add the following:

Concerns recorded in this report are to be addressed and will be reviewed at the next Accreditation Visit.

APPENDIX C: FORMAT FOR RECORDING DEFICIENCIES OR CONCERNS

The Training Academy / engineering training programme is deficient in relation to Criterion X (Item Y) in that <insert what was found and state why it does not meet the criterion>.

The Team expresses concern that the Training Academy / engineering training programme <describe the condition that is cause for concern and that relates to possible future non-compliance with criteria>.

The Team comments that <Describe the positive and negative aspects of the programme>.

ANNEXURES

ANNEXURE 1: TEMPLATE FOR CERTIFICATION REPORT ON TRAINING ACADEMIES

1. Training Academy and Team details

1.1	Training Academy	
1.2	Person responsible for the Training Academy	
1.3	Date of Certification Visit	
1.4	Panel Leader	
	Team Member	
	Team Member	
	Team Member	
1.5	Observers: Name and affiliation	
1.6	Type of evaluation: Regular Certification, Interim Certification/Report or Final Certification	
1.7	Date of previous certification	
1.8	Decision of previous certification	

See Section 2 for instructions on completing the Report

1. Background to Training Academy certification

2. Criteria and procedures applied

3. General observations of the Training Academy

4. Follow-up on previous accreditation

5. Resourcing and Leadership (Criterion 1)

6. Response to previously identified deficiencies and concerns, capacity for improvement and Training Academy review

7. Recommendation

8. Acknowledgements

As Certification Panel Leader, I certify that this report has been approved by the Team.

Signature:

Date:

ANNEXURE 2: EVALUATION SUPPORT FORM FOR THE CERTIFICATION OF TRAINING PROGRAMMES

Instruction: In the right-hand column, insert a word or words that indicate the Team's judgement of the programme according to the criterion or item. For example:

Yes/No; Complies; Concern exists; Partially compliant; Non-compliant; No evidence; Not Applicable

Comment as required or use the spaces marked with > to insert prose notes on potential deficiencies or concerns. Such entries support but do not remove the need for a properly reasoned account in the main body of the report.

Criterion 1: Resourcing and Leadership

Question 1.	Evaluation
What is the Team's assessment regarding the Training Academy being adequately resourced and led to ensure that it can sustainably offer engineering training programmes, as evidenced by the following and with reference to documents **A-01-POL** and **E-02-STA**?	*Complies; Concern exists; Partially compliant; Non-compliant; No evidence*
1.1: The work horizon of the Training Academy is such that it can offer good quality training to Candidates to meet the professional requirements.	
>	
1.2: The Training Academy has established equity and diversity plans that will inform the selection and admission of Candidates.	
>	
1.3: The Training Academy has the ability to provide a desk, computer, and internet access for each Candidate.	
>	
1.4: The Training Academy has a work horizon that will allow Candidates to complete their relevant training on appropriate engineering activities.	

>	
1.5: There is a horizon of work for at least one certification cycle (four [4] years).	
>	
1.6: A strategy for recruitment, development and retention of Mentors is in place and aligns with the diversity plan of the Training Academy.	
>	
1.7: The number of Mentors is sufficient for the programme and does not exceed 1 Mentor to 4 Candidates (1:4) if the Mentor is from the Training Academy, or 1 Mentor to 10 Candidates (1:10) if the Mentor is sourced externally.	
>	
1.8: The Training Academy has qualified and/or experienced Supervisors to coach Candidates on the work assigned to them.	
>	
1.9: The Training Academy is adequately funded.	
>	
1.10: Mentor remuneration is adequate and effectively used.	
>	
1.11: Staff responsible for the Training Academy's development programme(s) are adequately qualified, experienced and skilled in line with the Skills Development Act.	
>	
1.12: The Training Academy's engineering training programmes are quality assured.	
>	
1.13: The Training Academy is able to accommodate disabled Candidates.	
>	

Question 2. If the Training Academy is free from the deficiencies listed under Question 1: Is the Training Academy capable of sustainably offering engineering training programmes until the next regular accreditation?	
If deficiencies are identified under Question 1: Is the Training Academy judged capable of and committed to remedying the identified deficiencies to the required level within two (2) years?	
Question 3. Follow-up on previous visit decision	
Question 3.1 In the case of concerns identified at the previous visit, have these been addressed by the Training Academy?	
If No, does any previously identified concern rank as a deficiency?	
>	
Question 3.2 In the case of an Interim Report, Interim Visit or Final Visit, are there outstanding deficiencies from the previous visit report?	
>	

ANNEXURE 3: TEMPLATE FOR ACCREDITATION REPORT ON ENGINEERING TRAINING PROGRAMMES

1. Training Academy, engineering training programme and Team details

1.1	Training Academy	
1.2	Engineering training programme	
1.3		
1.4	Person responsible for the programme	
1.5	Date of Accreditation Visit	
1.6	Team Leader	
	Team Member	
	Team Member	
	Team Member	
1.7	Observers: Name and affiliation	
1.8	Type of evaluation: Regular Accreditation, Interim Accreditation/Report or Final Accreditation	
1.9	Date of previous accreditation	
1.10	Decision of previous accreditation	

See Section 3 for instructions on completing the Report

1. Background to engineering training programme accreditation

2. Criteria and procedures applied

3. General observations of the Training Academy and the engineering training programme

4. Follow-up on previous accreditation

5. Competency Outcomes (Criterion 1)

6. Work Horizon (Criterion 2)

7. Qualified Mentors (Criterion 3)

8. Response to previously identified deficiencies and concerns, capacity for improvement and programme review

9. Recommendation

10. Acknowledgements

As Accreditation Team Leader, I certify that this report has been approved by the Team.

Signature:

Date:

Report noted by Accreditation Panel Leader

Signature:

Date:

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ANNEXURE 4: EVALUATION SUPPORT FORM FOR THE ACCREDITATION OF ENGINEERING TRAINING PROGRAMMES

Instruction: In the right-hand column, insert a word or words that indicate the Team's judgement of the programme according to the criterion or item. For example:

Yes/No; Complies; Concern exists; Partially compliant; Non-compliant; No evidence; Not Applicable

Comment as required or use the spaces marked with > to insert prose notes on potential deficiencies or concerns. Such entries support but do not remove the need for a properly reasoned account in the main body of the report.

Criterion 1: Competency Outcomes

Questions 1.1 and 1.2. Does the monitoring and measurement process within the programme ensure that all Candidates satisfy each competence outcome defined in documents **A-01-POL** and **A-02-STA** at the level indicated? Use key performance indicators, which taken together demonstrate that the outcomes are satisfied at an appropriate level of competence.	**Team's Evaluation** *Complies; Concern exists; Partially compliant; Non-compliant; No evidence*
>	
Exit-Level Outcomes	
1.1: Define, investigate and analyse appropriate engineering problems.	
>	
1.2: Design or develop solutions to appropriate engineering problems.	
>	
1.3: Comprehend and apply advanced knowledge, principles and specialist knowledge in addition to jurisdictional and local knowledge.	
>	

1.4: Manage part of or all of the organisational activities including engineering activities in addition to individual, team and multidisciplinary working.	
>	
1.5: Communicate clearly with others in the course of engineering activities.	
>	
1.6: Recognise and address the reasonably foreseeable social, cultural and environmental effects of organisational activities.	
>	
1.7: Meet all legal and regulatory requirements and the health and safety of persons in the course of engineering activities.	
>	
1.8: Conduct organisational activities ethically with due regard to corporate governance issues.	
>	
1.9: Exercise sound judgement in the course of appropriate engineering activities.	
>	
1.10: Be responsible for making decisions on part of or all of the appropriate engineering activities.	
>	
1.11: Undertake sufficient professional development activities to maintain and extend competency.	
>	

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Criterion 2: Work Horizon

Question 2.	Evaluation
What is the Team's assessment regarding the need for the Candidate's work activities and assignments to fall in line with the engineering training programmes that have been developed by the organisation to enable them to register with the ECSA, as evidenced by the following?	*Complies; Concern exists; Partially compliant; Non-compliant; No evidence*
2.1: A reasonably sufficient variety of tasks that the Candidates perform are ensured.	
>	
2.2: The nature of the tasks progressively increases the level of competence in addition to all other mandatory work activities that the Training Academy requires the Candidates to perform.	
>	
2.3: Candidates are provided with an opportunity to become involved in an increasing level of responsibility in their execution of tasks.	
>	

Criterion 3: Qualified Mentors

Question 3.	Evaluation
What is the Team's assessment of the programme providing an effective training and learning process towards achievement of the outcomes as evidenced by the following?	**Complies, Concern exists, Part Compliant Non-compliant No evidence**
3.1: Mentors are assigned to guide the Candidate to develop appropriate competencies aligned with the outcomes.	
>	

3.2: Mentors are professionally registered with the ECSA in an appropriate category and have contextual knowledge in the Candidate's discipline.	
>	
3.3: Mentors ensure that Candidates are exposed to real-world projects, dealing with clients and design teams and working to real deadlines defined in the contracts.	
>	
3.4: A database system captures all the training and learning activities as they are completed.	
>	
3.5: An evaluation process exists that determines the level of competence achieved.	
>	
3.6: Work-based key performance indicators are integrated to a reasonable extent together with the competencies required by the ECSA registration outcomes.	
>	
3.7: Progress-feedback sessions between the Candidates and their Mentors are in place.	
>	
3.9: Progress-feedback sessions between the Candidates and the Training Academy are in place.	
>	
3.8: Performance-feedback sessions between the Training Academy and the Candidates are in place.	
>	

Question 4. If the Training Academy's engineering training programme is free from the deficiencies listed under questions 1–3: Is the Training Academy capable of sustaining acceptable outcomes for this programme until the next regular accreditation?	
If deficiencies listed under Questions 1–3 are identified: Is the Training Academy judged capable of and committed to remedying the deficiencies identified in the engineering training programme to the required level within two (2) years? Can all other aspects of the programme be sustained for the same period?	

Question 5. Follow-up on previous visit decision	
Question 5.1 In the case of concerns identified at the previous visit, have these been addressed by the Training Academy?	
If No, does any previously identified concern rank as a deficiency?	
>	
Question 5.2 In the case of an Interim Report, Interim Visit or Final Visit, are there outstanding deficiencies from the previous visit report?	
>	

REVISION HISTORY

Revision Number	Revision Date	Revision Details	Approved By
Rev. 0.1	27 Nov 2017	Adapted from E-14-P	Draft by: M Botsane
Rev. 0.1	15 Jan 2018	Authorised by	J Cato
Rev. 1 Draft A	02 March 2021	Introduced certification of Training Academies and accreditation of engineering training programmes	Working Group
Rev. 1 Draft B	03 March 2022	Review with the Education BU	RPS BU and Education BU
Rev. 1 Draft E	17 March 2022	Submission to the ATT for inputs and comments	RPS BU and Education BU
Rev. 1 Draft F	30 March 2022	Review and Recommendation for Approval	Executive RPS: EL Nxumalo
Rev.1	12 April 2022	Approval	RPSC

The Reporting Template for

Training Academy Certification and Engineering Training Programme Accreditation

Revision 1 dated 12 April 2022 and consisting of 28 pages has been reviewed for adequacy by the Business Unit Manager and is approved by the Acting Executive: Research, Policy and Standards **(RPS)**.

....14/04/2022........

Business Unit Assistant Manager   Date

....14/04/2022........

Acting Executive: RPS   Date

This definitive version of this policy is available on our website.