**Form SC1**

***Office Use***

**Ref.:**

***NB:*** *Please consult the enclosed Information sheet (****Sheet A****) before completing this Application.*

**1. General Information:**

|  |  |  |
| --- | --- | --- |
| **Surname:** | **Title and First Names:** | PHOTOGRAPH*(Passport-type.* *Please paste - do not staple)**Alternatively, insert electronically in JPEG or similar format* |
| **Date of Birth:** | **Identity No:** **Or Passport No:****Country (passport):**  |
| **\*Race Group:**Please tick theapplicable block | **Asian**  | **Black** | **\*Gender:** (Please tick the applicable block) | **Male** | **Country of normal residence:** |
| **Coloured**  | **White** | **Female** |
| **Indian** |  | **Other** |
| **Residential Address:****Street Number:****Street Name****City/District:****Province:****Country:****Zip Code/ Postal Code:** | **Postal Address:****Postal Box****City/District:****Province:****Country:****Zip Code/ Postal Code:** | **Employer Name & Address:****Employer:****Street Number:****Street Name:****City/District:****Province:****Country:****Zip Code/ Postal Code:** |
| **Tel. No. (Home):****Tel. No. (Work):** *(include area codes)***Cell No.:** **E-mail:**  | **Title of Position held:** | **Tel. No. (Employer):** **Fax No.:** (include area codes)**E-mail:** |

\*Completion of this section is necessary in order to accurately reflect equity statistics in terms of Employment Equity Act, No 55 of 1998.

**2. Qualifications:** (All qualifications at tertiary level) (List of subjects to be provided on Form R-03-AR-SC)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Educational Institution** | **Qualification** | **Attendance****from to** | **Date of final****examination** | ***Office******use*** |
|  |  |  |  |  |
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| --- |
| **NB:** Kindly initial this page in the presence of a Commissioner of Oaths / Justice of Peace. **Commissioner of Oaths/****Applicant: …………………………. Justice Of Peace: ………………………………………** |

**Form SC1.2**

**3. Did you complete a Learnership: Yes No**

|  |  |  |
| --- | --- | --- |
| **Training:**  | **Date from:**  | **Date to:**  |

**4. Previous/Current Registration or Application Details with ECSA:** (eg. Professional Engineering Technician)

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **Category** | **Number** | **Date** |
| Previous Registration: |  |  |  |
| Current Registration: |  |  |  |
| Previous Registration: |  |  |  |

**5. Membership of Voluntary Associations recognised in terms of Act** **No 46 of 2000** (or other): (If more space is needed, please supply information separately.)

|  |  |
| --- | --- |
| **Name of Association / Institute / Society** | **Membership grade and date of admission** |
|  |  |
|  |  |

**6. Application Fee:** (**Fees are available on ECSA website under the tab Annual Fees)**

**Please note: Only electronic payment will be accepted, please attach proof of payment**

|  |
| --- |
| My Application fee of R \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is transferred electronically. |

**7. Referees:** At least one (1) report from a referee/ mentor that is registered with ECSA and a second report from a supervisor / a person with knowledge of the applicant’s work

|  |  |
| --- | --- |
| (1)E-mail:Tel no: | (2)E-mail:Tel no: |

|  |
| --- |
| **NB:** Kindly initial this page in the presence of a Commissioner of Oaths / Justice of Peace. **Commissioner of Oaths/****Applicant: …………………………. Justice Of Peace: ………………………………………** |

|  |  |
| --- | --- |
|  *Office Use Only**Application fee: R \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | *(Council’s stamp)* |

**Note:** Voluntary Associations List is available on the ECSA website or <http://www.ecsa.co.za>

**8. Declaration:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(full names)ID No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby in application to ECSA * I lawfully declareto abide by all the provisions of the **Engineering Profession Act, 2000 (Act No. 46 of 2000)** and any **Rules** published thereunder, including the **Code of Professional Conduct**.

Now therefore I further declare explicitly to the following:

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Description** | **Yes** | **No** |
| **i.** | *I have been removed from an office of trust on account of improper conduct* |  |  |
| **ii.** | *has been convicted of an offence in the Republic, other than an offence committed prior to 27 April 1994 associated with political objectives, and was sentenced to imprisonment without an option of a fine, or, in the case of fraud, to a fine or imprisonment or both* |  |  |
| **iii.** | *never been convicted of an offence in a foreign country and was sentenced to imprisonment without an option of a fine, or, in the case of fraud, to a fine or imprisonment or both* |  |  |
| **iv** | *declared by the High Court to be of unsound mind or mentally disordered, or is detained under the Mental Health Act, 1973;* |  |  |
| **v** | *that I have been disqualified from registration as a result of any punishment imposed on me under this Act* |  |  |
| **vi** | *Declared rehabilitated insolvent whose insolvency was caused my negligence or incompetence in performing work falling within the scope of the category in respect of which I’m applying for registration.* |  |  |

I am cognisant of the fact that should the provisions referred to above as depicted under Section 19(3)(a) of the ACT be contrary, Council may refuse my application. I solemnly declare that, to the best of my knowledge, all the information contained in my application is true and correct.Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_I hereby certify that the Applicant has acknowledged that he/she knows and understands the contents of this declaration which was sworn to and signed before me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on this...........day of.............................**20..,** the regulations contained in Government Notice No. R1258 dated 21st July 1974, as amended, having been complied with.**Commissioner of Oaths/ Justice of Peace:** ……………….……………………………**PRINT NAME** ……………….……………………………**SIGNATURE** *(Commissioner’s stamp)* |

**Form R-03-AR-SC**

**Detailed information on**

**TERTIARY ENGINEERING QUALIFICATIONS**

As part of the Application for Registration as a Specified Category Practitioner

|  |
| --- |
| **Name of Applicant:****Name of Qualification:**  |
| **All subjects passed** | **Year****Obtained** | **Marks obtained***(if available)* |
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| **Extra subjects passed for incomplete qualifications** |  |  |
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|  |  |  |
|  |  |  |
| *Total Credits* |  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Applicant Date**

**Sheet A**

**Information Sheet**

**(for Applicants Applying for Registration as a Specified Category Practitioner)**

This document briefly sets out the information required by the Registration Committee to assess applications.

1. **General:**
* **All applicants should read, understand and provide all the information/documentation required in Sheets A, B, C and D of this application form. If the prescribed requirements are not met in the correct format, it is unlikely that applicants will be registered.**
* The onus is on the Applicant to provide all the evidence for consideration of the Council. The evidence must demonstrate/show competency in accordance with the requirements of the Policy on Registration as Practitioners in a Specified Category Document **R-01-POL-SC**, and Criteria and Processes for Recognition of Educational Qualifications for Specified Categories Document **E-17-PRO-SC**.
* The application will only be considered by the Council if the following documents are submitted:
	+ **Completed Application in full (Specified Category Practitioner as a Registered Civil Laboratory Technical Controller).**
	+ **Certified copies of qualifications and courses**
	+ **Completed detailed information on Qualifications (Form R-03-AR-SC).**
	+ **Completed Training and Experience Reports (Form R-03-TER-SC and/or Form R-03-TEO-SC) for each experience period, and the Training and Experience Summary (Form R-03-TES-SC).**
	+ **Completed Engineering Report (Form R-03-ER-SC)**
	+ **Completed Sub Discipline Specific Requirements Report (Form R-05-DSRR-CLTC), with any specific supporting evidence requested, attached.**
	+ **Referee Reports, each duly completed (Form R-03-REF-SC).**
	+ **Completed Initial Professional Development Report (Form R-03-IPD-SC).**
* All supporting documentation must be clearly identified. If you are unable to complete any of the sections, please explain the reasons in a covering letter.
	+ - **Application fee** must accompany the completed Application. NB. - See item 6 below.
		- Training and Experience Reports and the Engineering Report must be signed by the applicant and verified by an appropriate employer/supervisor. Should this not be possible, an affidavit to verify them, should be submitted. A verification signature by an employer/supervisor is not required for the Training and Experience Outline.
		- It is imperative to present records of only the most significant work and achievements. The Registration Committee considers that an application of forty (40) A4 pages or less, is sufficient to assess an applicant and that longer presentations may not be to the applicant’s advantage.
		- Application for registration will only be considered when all referee reports (**Form R-3-REF-SC**) have been received by the Council. If the referee reports do not reach the Council within a reasonable time, the applicant will be notified accordingly. The applicant will then be expected to contact the referees.
		- If doubt exists regarding any aspects, please contact the Council’s offices or the applicant’s association.
		- Each applicant will be advised of the Council’s decision within 4 four months of receipt of the application form, provided the applicant has submitted all required documents and no telephonic information regarding the progress of any application will be given.
		- Please note that it is the responsibility of the applicant to ensure that all reports reach Council's offices timeously.
		- For Registration as a Specified Category Practitioner applicants must have the benchmark academic qualification and three years of approved experience as a practitioner, of which at least a minimum of two years must be in a position of taking full engineering responsibility (Level E). If the applicant does not have the benchmark academic qualification (HCert, or equivalent or a Completed Apprenticeship), their application will be considered by the **alternate route.** The difference must be made up by extended periods of engineering experience. The exact periods will depend upon the level of qualifications held by the applicant. It must be clearly understood that the work which the candidates are doing or have done, as well as the submission of correctly completed Training and Experience Reports and the Engineering Report **(Forms R-03-TER/TEO-SC and R-03-ER-SC respectively)** and the Initial Professional Development Report **(Form R-03-IPD-SC),** are important factors in determining registrability. An additional route, The Engineering Management Type Route is recognised as a Specified Category (Refer **Policy Document R-01-SC, Schedule 3**).

**B. The Application Form:**

The following information is given to assist applicants to complete this form – the numbers refer to the equally numbered sections of the Application Form.

**1. General Information:**

 The particular Specified Category applied for must be inserted in the heading, e.g. Lift Inspector. Ensure that all personal details are correct. A recent passport type colour photograph of the applicant is required.

**2. Qualifications:**

* Original certified copies of the applicant’s qualification certificate(s) must be submitted. (They must be certified by a Commissioner of Oaths or Justice of Peace. A Police Officer or Post Master will usually be able to help.)
* The applicant’s documents must be submitted in English.

**3. Learnership:**

If Yes, give type of learnership and period of learning.

**4. Previous/Current Registration or Application Details with ECSA:**

If the applicant has previously applied for registration in any category or were previously registered but the registration was cancelled for any reason, please provide category and previous registration number in relevant block. If the applicant is currently registered in another category, also complete the appropriate block.

**5. Membership of Recognised Engineering Institutes:**

A list of institutes recognised by Council for purposes of a reduction in annual fees is attached as **Addendum A**. Proof of current membership of such institute will qualify the applicant for a reduction in annual fee should the application be successful. Membership of non-recognised engineering institutes should also be given.

Persons who have applied for membership of any of the above-mentioned associations, but who have not yet been accepted, must indicate this in the appropriate block. Membership of other institutes/societies (not recognised) may be stated, but this does not qualify the applicant for a reduction in the annual fee.

**6. Application and Annual Fees:**

 **Application Fees**

**Proof of electronic payment** must accompany the application form, as **no other forms of payment will be accepted**. The applicant should make payment in**to ECSA’s Bank account: Standard Bank account Number 221285938, Current account, Branch code, 018505.** When making the payment please ensure that the applicant’s name and initials are entered in the field named “Depositor’s name and for reference number use Identity number (this applies to new applicants who do not have ECSA profile numbers). For information on applicable fees, refer to ECSA’s website at [**http://www.ecsa.co.za**](http://www.ecsa.co.za)**,** click on **“Annual Fees”** or contact the Council’s offices at 0861225555 to obtain the latest applicable fees.

**Annual Fees**

**Proof of electronic payment** must accompany the application form, as **no other forms of payment will be accepted**. The applicant should make payment in**to ECSA’s Bank account: Standard Bank Number 221285938, Current account, Branch code, 018505**. When making the payment please ensure that the applicant’s name and initials are entered in the field named “Depositor’s name and for reference number use your ECSA profile/account number (i.e. the number that starts with ECSA). For information on applicable fees, refer to ECSA’s website at [**http://www.ecsa.co.za**](http://www.ecsa.co.za)**,** click on **“Annual Fees”** or contact the Council’s offices at 0861225555 to obtain the latest applicable fees.

**7. Referees:**

Each applicant must, with the permission of the persons concerned, supply the Council with the names and addresses of two referees, who have personal knowledge of the applicant’s professional performance and engineering experience. At least one referee must be registered with ECSA as either a Registered Specified Category Practitioner, a Professional Engineering Technician, a Professional Engineering Technologist, a Professional Certificated Engineer or a Professional Engineer, of which one should be a direct supervisor.

**Referees may be chosen in the following order of preference:**

(a) Immediate supervisor

(b) Mentor

(c) Indirect supervisor

(d) Employer

(e) Colleague at a higher level involved with the applicant’s work (not more than one out of three referees).

(f) Colleague at a higher level not directly involved with the applicant’s work (not more than one out of three referees).

(g) Client

**8. Declaration:** Section 19(3)(a) of the Engineering Profession Act, 2000 (Act No. 46 of 2000) reads:

“*Despite subsection (2), the Council may refuse to register an applicant -*

*(i) if the applicant has been removed from an office of trust on account of improper conduct;*

*(ii) has been convicted of an offence in the Republic, other than an offence committed prior to 27 April 1994 associated with political objectives, and was sentenced to imprisonment without an option of a fine, or, in the case of fraud, to a fine or imprisonment or both;*

*(iii) if the applicant has, subject to paragraph (b), been convicted of an offence in a foreign country and was sentenced to imprisonment without an option of a fine, or, in the case of fraud, to a fine or imprisonment or both;*

*(iv) if the applicant is declared by the High Court to be of unsound mind or mentally disordered, or is detained under the Mental Health Act, 1973;*

*(v) for as long as the applicant is disqualified from registration as a result of any punishment imposed on him or her under this Act;*

*(vi) if the applicant is an un-rehabilitated insolvent whose insolvency was caused by his or her negligence or incompetence in performing work falling within the scope of the category in respect of which he or she is applying for registration.”*

Note that your application must be sworn to or affirmed before a Commissioner of Oaths or a Justice of Peace. The applicant’s attention is drawn to the initialling required at the bottom of the first page of the Application Form.

**Form R-03-TES-SC**

On-line and paper-based. In the on-line form, the information will be held containing the elements shown and providing links to the Training and Experience Reports and/or the Training and Experience Outlines.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No | From | To | Weeks | Work Details | Respon-sibilityA-E |
| 1 |  |  |  | Employed by: | Post held: |  |
| Type of Work: |
| 2 |  |  |  | Employed by: | Post held: |  |
| Type of Work: |
| 3 |  |  |  | Employed by: | Post held: |  |
| Type of Work: |
| 4 |  |  |  | Employed by: | Post held: |  |
| Type of Work: |
| 5 |  |  |  | Employed by: | Post held: |  |
| Type of Work: |
| 6 |  |  |  | Employed by: | Post held: |  |
| Type of Work: |
| n |  |  |  | Employed by: | Post held: |  |
| Type of Work: |

When an applicant is not engaged in training and experience towards registration, the period must be reflected as follows:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| x |  |  |  | Employed by: ***Not active*** | Post held: |  |
| Type of Work: ***Insert reason here*** |
| **Total years, months:** |  |

**Signature of Applicant:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Training and Experience Report** |
| **Applicant’s Name**  |  | **Applicant’s****Signature** | **Date:** |  |
| **Period No:** | **Start date:** | **End date:** | **No of weeks:** | **Position held:** |  |
|  |  |  |  |
| **Employer’s Name and Address for this period:** (This is the employer and site at which the work took place, e.g. the site the applicant has been seconded to). | **Did the applicant train under a Commitment and Undertaking (C&U)?** | **Yes****No** |  |
| **If yes, provide number of C&U:** | **No:** |
| **Supervisor’s Name and Address:****ECSA Registration No. (If not registered, qualify):** | **Supervisor’s Signature:****Date:** |
| Discipline of Engineering:(Aeronautical, Agricultural, Chemical, Civil, Electrical, Industrial, Mechanical, Metallurgical, Mining) |  |
| Discipline Specific Field:(e.g. CLM, Lift Inspector, Clinical Technician, Laboratory Technician, Engineering Manager, etc.) |  |
| Organogram showing supervisor (person signing this report), co-workers and the applicant supervised (if any). Show two levels above and below, if these exist. Give names, positions, qualification and registration (if any) \*. Please do not colour in blocks. |
| **Report: (Write in proper paragraphs in the first person singular in less than 280 words in the blocks below)** |
| Nature of training or experience (stated in 15-25 words) \*  |
| Nature of problem(s) addressed in this period; method of analysis, developing solution and evaluation (stated in 100- 120 words) \*  |
| Interaction with clients, stakeholders and other disciplines (stated in 30-40 words) |
| Describe role and responsibility (in 30-40 words) \*  | Degree of responsibility: | Tick one only\* |
| A. Being exposed, under full supervision |  |
| B. Assisting, responsibility limited |  |
| C. Participating, supervision limited |  |
| D. Contributing, performs work, detailed approval |  |
| E. Performing, limited guidance |  |

**Form R-03-TER-SC**

This form must be used for applicants who have completed and are submitting a report for each phase of training and work experience from the time of meeting the education requirements to application for registration. Consult the Information Sheet (**Sheet SC2**) before completing this report.

\*Mandatory fields

 **Form R-03-TEO-SC**

This form must be used for an applicant who has at least ten years training and experience after completing the educational requirement and reports a total duration of at least three years at a degree of engineering responsibility E (Performing) in detail TER format. For the remaining periods or groups of related periods the report can be in this TEO format. Consult the Information Sheet (**Sheet SC2**) before completing this report.

|  |
| --- |
| **Training and Experience Outline** |
| **Applicant’s Name**  |  | **Applicant’s****Signature** | **Date:** |  |
| **Period No:** | **Start date:** | **End date:** | **No of weeks:** | **Position(s) held:** |  |
|  |  |  |  |
| **Employer’s and Supervisor Name and Address:****ECSA Registration No. (If not registered, qualify):** | **Did the applicant train under a Commitment and Undertaking (C&U)?** | **Yes****No** |  |
| **If yes, provide number of C&U:** | **No:** |
| Discipline of Engineering:(Aeronautical, Agricultural, Chemical, Civil, Electrical, Industrial, Mechanical, Metallurgical, Mining) |  |
| Sub Discipline Specific Field:(e.g. CLM, Lift Inspector, Clinical Technician, Laboratory Technician, Engineering Manager, etc.) |  |
| Organogram identifying the applicant, supervisor and persons supervised. Please do not colour in blocks\*. |
| ***Outline* Report: (Use bulleted form, using 7-9 bullets in the blocks below)** |
| Nature of training or experience in the period(s) stated in bulleted format\* |
| Nature of problem(s) addressed in this period; method of analysis, developing solution and evaluation (stated in bulleted format) \* |
| Management responsibilities (stated in bulleted format) |
| Interaction with clients, stakeholders and other disciplines (stated in bulleted format) \* |
| Describe role and responsibility (stated in bulleted format)\* | Degree of responsibility: | Tick one only\* |
| A. Being exposed, under full supervision |  |
| B. Assisting, responsibility limited |  |
| C. Participating, supervision limited |  |
| D. Contributing, performs work, detailed approval |  |
| E. Performing, limited guidance |  |

\*Mandatory fields

**Form R-03-ER-SC**

# Engineering Report (ER)

Use this form to report in about 100 words per criterion under Outcomes 1 to 11 below on a recent engineering task, part of a project or complete project to which the applicant have made a significant contribution. The report may cover conceptualization, design and analysis, specification, tendering and adjudication, manufacturing, project and construction management, commissioning, maintenance, measurement and testing or planning at a specifically-defined level. Please also provide a sample relevant calculations, drawings, etc. as an addendum which is limited to two A4 pages.

Use Appendix A of the Discipline Specific Training Guide R-05-CLTC-SC to assist in the interpretation of the criteria

|  |
| --- |
| **Name of Applicant:**  |
| **Detail of Equipment Applicable and/or Work Responsibility:** (<30 words) |  |
| **Date of Work Done:** |  |
| **Engineering brief and objective:** (< 30 words) |  |
| **Environment:** Industry; Laboratory; Theory; Simulation, etc. in <15 words) |  |
| **Short Summary:** (State engineering/ management problems; solutions in < 30 words) |  |
| **Budget:** (<10 words) |  |

|  |
| --- |
| ***Specifically-defined engineering problems*** *have the following characteristics:*1. can be solved mainly by specific practical engineering knowledge, underpinned by related theory;

 *and one or more of:*b) are largely defined but may require feedback;c) are discrete, specifically focused tasks within engineering systems;d) are routine, frequently encountered and in familiar specified and sustainable context; *and one or more of:*e) can be solved by standardised or prescribed ways;f) are encompassed by specific standards, codes, legislation and documented procedures; requires authorisation to work outside limits;g) information is concrete specific and largely complete, but requires checking and possible supplementation;h) involve specific issues but few of these imposing conflicting constraints and a specific range of interested and affected parties; *and one or both of:*i) requires practical judgement in specific practice area in evaluating solutions, considering interfaces to other role-players;j) have consequences which are locally important but within a specified category (wider impact are dealt with by others).***Specifically-defined engineering activities have*** several of the following characteristics:1. *Scope* of specific practice area is defined by specific techniques applied; change by adopting new specific techniques into current practice;
2. Practice area is located within a wider, complex *context,* with specifically-defined working relationships with other parties and disciplines;
3. Work involves specific familiar *resources,* including people, money, equipment, materials, technologies;
4. Require resolution of *interactions* manifested between specific technical factors with limited impact on wider issues;
5. Are *constrained* by operational context, defined work package, time, finance, infrastructure, resources, facilities, standards and codes, applicable laws;
6. Have *risks* and *consequences* that are locally important but are generally not far reaching.
 |

|  |
| --- |
| **Outcomes and Criteria** |
| **Outcome 1: Define, investigate and analyse specifically-defined engineering problems encountered in the applicant’s work:** |
| 1.1 State how you understood the activity as agreed to with the client (or your supervisor). |  |
| 1.2 Describe how you analysed and clarified information, drawings, codes, procedures, etc. |  |
| **Outcome 2: Design, develop, plan or practise solutions to specifically-defined engineering problems (tasks) encountered in the applicant’s work:** |
| 2.1 Describe how you developed and analysed alternative approaches to do the work. Impacts and sustainability checked. (Calculations attached) |  |
| 2.2 State what the final solution to perform the work was, client or the applicant’s supervisor in agreement. |  |
| **Outcome 3: Comprehend and apply knowledge embodied in established specific engineering practices and knowledge specific to the field in which the applicant practice:** |
| 3.1 State what Higher Certificate level engineering standard procedures and systems you used to execute the work, and how Higher Certificate level theory was applied to understand and/or verify these procedures.  |  |
| 3.2 Give your own Higher Certificate level theoretical calculations and/or reasoning on why the application of this theory is considered to be correct (Actual examples attached). |  |
| **Outcome 4: Manage part or all of one or more specifically-defined engineering activities embodied in the applicant’s work:** |
| 4.1 State how you managed yourself, priorities, processes and resources in doing the work (e.g. bar chart). |  |
| 4.2 Describe your role and contribution in the work team. |  |
| **Outcome 5: Communicate clearly with others in the course of the applicant’s engineering activities (specifically-defined engineering work):** |
| 5.1 State how you presented your point of view and compiled reports after completion of the work. |  |
| 5.2 State how you compiled and issued instructions to subordinates working on the same task. |  |
| **Outcome 6: Recognise the reasonably foreseeable social, cultural, environmental and sustainability effects of the applicant’s specifically-defined engineering activities generally:**  |
| 6.1 Describe the social, cultural, long term sustainability and environmental impact of this engineering activity. |  |
| 6.2 State how you communicated mitigating measures to affected parties and acquired stakeholder engagement.  |  |
| **Outcome 7: Meet all legal and regulatory requirements, protect the health and safety of persons and adhere to sustainable practices in the course of the applicant’s specifically-defined engineering activities:** |
| 7.1 List the major laws and regulations, safety requirements, standards and sustainability practices applicable to this particular activity. |  |
| 7.2 State how you did risk management and used safe and sustainable materials, components and systems, obtaining advice if necessary. |  |
| **Outcome 8: Conduct engineering activities ethically in executing the applicant’s work:** |
| 8.1 State how you identified ethical issues and affected parties and their interest and what you did about it when a problem arose. |  |
| 8.2 Confirm that you are conversant and in compliance with ECSA’s Code of Conduct and why this is important in your work. |  |
| **Outcome 9: Exercise sound judgement in the course of specifically-defined engineering activities encountered in the applicant’s work:** |
| 9.1 State the factors applicable to the work, their interrelationship and how you applied the most important factors. |  |
| 9.2 Describe how you foresaw work consequences and evaluated situations in the absence of full evidence. |  |
| **Outcome 10: Be responsible for making decisions on part or all of one or more specifically-defined engineering activities included in the applicant’s work:** |
| 10.1 Show how you used Higher Certificate level theoretical calculations to justify decisions taken in doing engineering work. (Attach actual calculations). |  |
| 10.2 State how you took responsible advice on any matter falling outside your own education and experience. |  |
| 10.3 Describe how you took responsibility for your own work and evaluated any shortcoming in his or her output. |  |
| **Outcome 11: Undertake independent learning activities sufficient to maintain and extend the applicant’s competence.** |
| 11.1 State what strategy you have independently adopted to enhance his or her own development. |  |
| 11.2 State the philosophy of your employer in regard to your development. |  |
| Evidence of the applicant’s competency development plan and independent learning ability must be given in the Initial Professional Development Report, Form R-03-IPD-SC. |

**Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Mentor / Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Mentor/Supervisor printed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel. No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Form: R-05-SDSRR-CLTC**

# Sub-Discipline-Specific Requirements Report (SDSRR)

Use this form to report in about 100 words per statement under Requirements 1 to 6 below on the applicant’s personal knowledge about the requirements.

|  |
| --- |
| **Surname and Initials:** |
| **DISCIPLINE-SPECIFIC COMPETENCE REQUIREMENTS:** |
| There is a critical need in the industry to identify people who are able to conduct the essential operations associated with analysis and issuing of Civil Laboratory Test Results. This will lead to competence in the field of work and thereby add value to the industry and improve the economy of the country. It will also lead to a balanced society in that learners will understand how the work they do fits into the greater engineering industry. |
| **Requirement 1: Communicate at work:** |
| 1.1 State how you maintained and adapted your oral communication as required to promote effective interaction in a work context. |  |
| 1.2 State how you accessed information from standing instructions, visual information and a range of other workplace texts and how you responded appropriately within the context. |  |
| 1.3 State how you complied written communication that was clear and unambiguous and at an appropriate level for designated target audiences. |  |
| **Requirement 2: Use mathematics and statistics in real life situations:** |
| 2.1 Describe how you used mathematical functions correctly to solve routine workplace problems and tasks. |  |
| 2.2 Describe how you interrogated findings on life related problems in terms of their cause and solution. |  |
| 2.3 State how you effectively and accurately applied mathematical techniques in real life situations. |  |
| **Requirement 3: Interpolate Materials Properties from Test Result:** |
| 3.1 Describe how you established the requirement for retest of certain properties’ tests. (Actual examples attached) |  |
| 3.2 State how you validate results before you sign and issue test results. |  |
| 3.3 Give your estimation of Materials Properties’ values based on related test results. (Actual examples attached) |  |
| **Requirement 4: Take responsibility for the Implementation of Quality Assurance for a Test Result:** |
| 4.1 Described how you made sure your inspections comply with laboratory best practice requirements. |  |
| 4.2 State how you understood the relevance of OHS and SANS requirements should be met in the laboratory. |  |
| 4.3 Describe how you identified unsafe working conditions and how you took corrective actions. |  |
| 4.4 State how you limited access to the workplace to involved personnel only. |  |
| 4.5 Describe how you linked test results to established QA procedures and test methods. (Actual examples attached) |  |
| **Requirement 5: Produce and maintain administrative reports:** |
| 5.1 Describe how you generate, store and retrieve reports. |  |
| 5.2 Describe how you have used different paths for obtaining information for schedules. |  |
| 5.3 State how you implemented corrective action to improve quality of work conducted in the laboratory. |  |
| 5.4 State how you used administrative reports in providing administrative and financial control of the laboratory. |  |
| **Requirement 6: Manage Laboratory output:** |
| 6.1 State how you prioritised tasks to meet testing timeframes and specific requirements. |  |
| 6.2 State how you used an analyses of work requirements to compared with relevant business plans and microenvironment. |  |
| 6.3 State how you identified potential risks that may affect laboratory performance and what appropriate actions you took. | No entry required. Assessment will be done against evidence submitted in item 7.2 of the Engineering Report (Form R-03-ER-SC). |
| 6.4 List the legislation that may impact on your work environment. | No entry required. Assessment will be done against evidence submitted in item 7.1 of the Engineering Report (Form R-03-ER-SC). |
| 6.5 Describe how you ordered and procured laboratory requirements in advance of being required. |  |

**Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Mentor / Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Mentor/Supervisor printed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel. No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Sheet B**

# Information Sheet

# (for completion of the Training and Experience Reports and/or Outlines / Engineering Report / Sub Discipline-Specific Requirements Report)

1. The Purpose of the Training and Experience Report and/or Outline (TER and/or TEO respectively) isto provide a factual record of the main periods in the applicant’s development from obtaining the highest technical qualification to the date of application, recorded in chronological order, and to identify the periods where the applicant took responsibility at the required level.

2. Applicants for registration as a Specified Category Practitioner must have the **Benchmark Route** academic qualification and three years of approved experience as a practitioner, of which at least a minimum of two years must be in a position of taking full engineering responsibility (Level E, Performing – **Table 3, Document R-03-SC**). If the applicant does not have the benchmark academic qualification (HCert, or equivalent or a Completed Apprenticeship), their application will be considered by the **Alternative Route.** The difference must be made up by extended periods of engineering experience. The exact periods will depend upon the level of qualifications held by the applicant. It must be clearly understood that the work which the applicants are doing or have done, as well as the submission of correctly completed Training and Experience Reports and the Engineering Report **(Forms R-03-TER/TEO-SC and R-03-ER-SC respectively)** and the Initial Professional Development Report **(Form R-03-IPD-SC),** are important factors in determining registration. An additional route, The **Engineering Management Type Route** is recognised as a Specified Category (Refer **Policy Document R-01-SC, Schedule 3**).

3. In general, an applicant must complete and submit a Training and Experience Report and/or Outline (**Form R-03-TER-SC** and/or **Form R-03-TEO-SC** respectively) for each phase of training and work experience from the time of meeting the Benchmark Route education requirements (HCert in engineering or equivalent, or a Completed Apprenticeship) to the application for registration.

* Use a separate form for each experience period and approximately 200 words per TER or 8 bullets per TEO).
* Number the periods in chronological order, which may not overlap.
* Cover the period from first graduation to date of application.
* Provide full details of work done during each period indicating your personal role and level of responsibility. This work will typically be of a higher level than artisan/journeyman, learner or administrator.
* The periods need not be contiguous and need not include the last period reported.

 An experience period ends when:

* + - your work environment has changed, e.g. when a major task or project has been completed;
* your type of work has changed;
	+ - your responsibilities or level of function have changed (for instance, as in a promotion);
* you have changed employer;
* your experience is interrupted (for instance by study or prolonged illness).

3. It is essential that the information supplied relates to engineering. Other activities which pertain indirectly to engineering may be considered but measurement of quantities, attendance at meetings and unrelated functions are not relevant. Management activities, where mentioned, must contain predominantly engineering content.

4. The Training and Experience Report (**Form R-03-TER-SC**) must be set out in a way that clearly shows engineering knowledge applied (ultimately at HCert or equivalent level) and responsibility carried by the applicant. It is incumbent on applicants to select and describe projects and tasks, which show their level of engineering knowledge and experience and clearly illustrates the applicant's own role and strategies devised to make these projects successful.

5. The functions described must address the applicant’s involvement and responsibility in engineering work. They should include but not be limited to:

1. Design, drafting, installation, calibration, commissioning, testing, inspection, budget compilation, recommendation.
2. Operational management, maintenance, modification, development, engineering management, environmental, safety and society management, legal matters, skills development, ethics.
* Monitoring, manufacturing, economics, resources (including human resources) management, quality management.

6. Designs, engineering plans, engineering development, work schedules, calculations, reports, sketches and any other relevant documentation supporting the submission may be attached.

7. In addition to providing the evidence of competence against the standards and the sub-discipline specific requirements (as for Benchmark and Engineering Management routes), **Alternative Route** applicants must also submit evidence on the requirements in the Education Evaluation policy (**E-17-PRO-SC**) document as detailed in **Tables 1 and 2**. The evidence indicating compliance with **Table 2** must first be met regarding the extended periods of engineering experience, followed by presenting evidence incorporated in **Forms R-03-TER/TEO-SC and R-03-ER-SC** to indicate the competence required against each attribute in **Table 1 (Individual Assessment)** regarding developing themselves educationally to the level required.

8. For **Alternative Route** applicants, it is important that evidence of meeting the educational development requirements be incorporated in the TERs and the TEOs as evidence to indicate competence developed against the attributes in **Table 1**. The development must be supported by meticulous completion of **Form R-03-IPD-SC**. The evidence required against attributes 6, 7 and 8 of **Table 1** are already covered in the Engineering Report (**Form R-03-ER-SC**), and need not to be repeated. Basic calculations and explanations attached to the Engineering Report might also suffice to satisfy the requirements for attributes 1.1, 1.2, 1.3, 2, 3, 4 and 5.

9. An organogram for each experience period showing two levels above and two levels below the applicant (for TERs) and one level above and one level below (for TEOs) (if present) to indicate the degree of responsibility and the names, qualifications, job titles and registration categories of the persons indicated. At least the most recent 3 years of the experience periods must be covered.

10. The requirement in 2 may be relaxed in the case of an applicant who has at least ten years training and experience after completing the educational requirement, and reports a total duration of at least three years at a degree of engineering responsibility E (Performing) in detail in the TER format that are signed by the supervisor. Such periods need not be contiguous and need not include the last period reported. Such an applicant may submit Training and Experience Outlines (**Form R-03-TEO-SC**) for the remaining periods or groups of related periods, where a supervisor’s or employer’s signature is not required.

11. The experience periods and periods of interruption must also be noted in the Training and Experience Summary (**Form T-03-TES-SC**). The applicant must ensure that **each Form R-03-TER-SC** is signed (verified) by the relevant supervisor or employer and signed by him/her self. If a supervisor's signature cannot be obtained, or if the applicant is the owner of his/her own business, it must be annotated accordingly in the appropriate block and an affidavit must be submitted to the effect that the information provided is true and correct and reasons given why the supervisor’s signature cannot be obtained. Note that the Commissioner of Oaths stamp and signature is required on each experience report that is not signed by the supervisor.

12. The purpose of the Engineering Report is to detail the equipment and/or work responsibility applicable to the specified category applied for and to provide evidence of competence against the standards prescribed for Specified Category Practitioners at specifically defined level. The evidence must be presented at the stage of development when the applicant is operating at the responsibility level E (Performing).

13. An applicant must complete and submit an Engineering Report using **Form R-03-ER-SC** on specific work done by him/herself applicable to the specified category wherein the outcomes and criteria listed can be adequately described in about 2300 words.

14. The engineering work reported on must also be evident from the relevant part of the applicant’s training and experience reports and/or the training and experience outline covered in 3 above. The engineering report is more comprehensive then the TERs and TEOs, and provides the opportunity to submit specific evidence in support of the claim of competence against the outcomes required for registration.

15. Under the criteria for each outcome the following evidence must be provided:

* The report must be written for the purpose of the application. While the report may be on a specific engineering task or series of tasks it is a report in which the applicant reflects on his or her **engineering activities** that demonstrate the required level of competence and the **engineering responsibility** delegated to him or her.
* This engineering report must be of a nature that is representative of the engineering work that the applicant has done illustrating his or her own role and strategies devised to make the task successful. The applicant should indicate his or her level of delegated specific engineering responsibility, independent judgement and decision-making. Factors such as performance, economic evaluation, environmental and safety considerations, complexity of the task, team working, financial implications and duration of the task have to be included against the applicable criterion. In addition, the report should include the extent of his or her contribution to the engineering process such as conceptualisation, design and analysis, specification, tendering and adjudication, manufacturing, project and construction management, commissioning, maintenance, measurement and testing, planning, etc.
* Use Appendix A of the Sub Discipline Specific Training Guide **R-05-CLTC-SC** to assist in the interpretation of the outcome criteria

The applicant’s supervisor must sign the report.

16. The purpose of the Sub Discipline-specific Requirement Report is to demonstrate the basic knowledge developed on the equipment that the applicant is working on and/or to provide the required detail on the specific work responsibility.

17. The Sub Discipline-specific Requirement Report (**Form R-05-DSRR-CLTC-SC**) must be set out in a way that clearly shows specific engineering knowledge and skills applied. It is incumbent on the applicant to select and describe tasks, which show their level of specific knowledge and experience developed and clearly illustrates their own role and strategies devised to make these tasks successful.

18. Calculations, reports, sketches, work schedules, test certificates, commissioning reports, load test reports and any other relevant documentation to support written submissions should be attached.

The applicant’s supervisor must sign the report.

**SPECIFIED CATEGORY PRACTITIONER LETTER TO THE REFEREE**

**Name of Referee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Sir/Madam

I have applied to the Engineering Council of South Africa for registration as a **Specified Category Practitioner** and hereby request you to provide the Council with your evaluation of my experience and capabilities, on the basis of your personal knowledge thereof.

Please use the attached Form **R-03-REF-SC** and consult the guideline for referees (Sheet SC4).

In making this request to you I acknowledge that the information which will be supplied by you to ECSA is of a confidential nature and that I have no right thereto.

Your co-operation and early despatch of the document direct to the Council would be appreciated, as it would expedite the processing of my application.

Thank you in advance for your co-operation.

Yours faithfully

………………………………………….. ……………………………………………

**Signature of Applicant Name of Applicant** (Please print)

**Address:**……………………………………………………  **Postal Code**:……………………………………

**Telephone No** ………………………………… **Cell No:** ……………………………………

**REFEREE GUIDELINE**

**(for the completion of the Referee Report Specified Category Practitioner)**

**NOTE, from Sheet SC1, paragraph 6: “**Each applicant must, with the permission of the persons concerned, supply the Council with the names and addresses of a minimum of three referees, who have personal knowledge of the applicant's work. At least one referee must be registered with ECSA as either a Registered Specified Category Practitioner, a Professional Engineering Technician, a Professional Engineering Technologist, a Professional Certificated Engineer or a Professional Engineer, of which one should be a direct supervisor.”

**1. COMPETENCY OF A SPECIFIED CATEGORY PRACTITIONER**

***“Specified Category”*** means a category of registration created for persons who must be registered through the Engineering Profession Act or a combination of the Engineering Profession Act and external legislation as having specific engineering competencies normally at NQF 5 or better, related to an identified need to protect the public safety, health and interest of the environment, in relation to an engineering activity.

Specified Category Practitioners are persons who execute engineering work applying known techniques in a specific sub discipline, drawing on a narrow base of expertise. They are people who perform specific functions, including but not limited to, design and draughting, installation, calibration, commissioning, servicing, repair, maintenance, operating, monitoring, manufacturing, economics and management of resources. The sub discipline and the work environment determine the functions practised. They understand fundamental principles underlying techniques and are competent to do calculations using mathematical formulas. They operate within standards, codes and procedures. Through their understanding of equipment and processes used they contribute to technical, financial, managerial and legal aspects of teams/projects. Their autonomy and competence enable evaluation, consultation, implementation and the taking of specific responsibility.

**2. IMPLICATION OF REGISTRATION**

The individual subscribes to and will adhere to the professional Code of Conduct of the Act. As such he/she is required to accept legal responsibility for the soundness of the work executed and thereby affording protection to the public

**3. COMPLETING THE REFEREE REPORT**

**3.1 Aim**

The referee report is a necessary and supplementary document to the applicant’s application for registration as a Specified Category Practitioner with ECSA. The aim is to convey to the Council, on a confidential basis, the personal knowledge that the referee has of the applicant and in the process to make a reasoned evaluation of the applicant’s capabilities.

**3.2 Motivation**

It is necessary that the referee (employer, supervisor etc.) be able to clearly and strongly motivate his/her opinion in respect of the applicant’s readiness for registration. The referee must, when supplying reasons, consider the minimum legal registration requirements. The council attaches great value to this report.

When signing the referee report, referees declare that they are acquainted with Council’s Competency Standards, document **R-02-STA-SC** and ECSA’s Rules of Conduct for Registered Persons (please refer to ECSA’s website, www.ecsa.co.za), and that they are prepared to be interviewed by the Council to substantiate their viewpoint, should Council require them to do so.

**3.3 Assessment**

This report is **not a character study**. An assessment of the candidate’s ethical and practitioner competence is required

The referee must carefully evaluate the applicant’s capabilities and correctly and accurately complete the report as Council attaches great value to the information.

Referees should have a personal knowledge of an applicant and his/her work and they should be able to give a professional opinion on his/her engineering ability, level of engineering responsibility and practitioner conduct during the period of time of their knowledge of the applicant's activities.

**4. GENERAL**

The Referee Report should be submitted directly to ECSA by the Referee and not by the applicant. Referees are requested to have their assessments typed.

**5. CONFIDENTIALITY**

ECSA undertakes to protect the confidentiality of all the information received from the referee.

**Form R-03-REF-SC**

**Referee Report on an Application for Registration as Specified Category Practitioner**

|  |  |
| --- | --- |
| **Applicant’s Name**  |  |
| **Referee Name:** |  | **ECSA Registration Category (e.g. CLM, PrTechniEng, etc):** |  | **Registration Number:** |  |
| **Referee Employer:** |  | **Referee Cell Phone No:** |  |
| **Referee E-mail address:** |  |
| **My personal knowledge of the applicant’s achievements extends:** | **From:** |  | **To:** |  |
| **My personal relationship with the applicant is:****(Mark one block)** | **Unrelated** | **By birth** | **By marriage** |
| **My professional relationship with the applicant is, for the period shown: (Mark one block)** | **Mentor** | **Supervisor** | **Employer** | **Colleague** | **Client** |

**Evaluation of the Applicant’s Competence or state of Development**

The level of competency required for registration as a Specified Category Practitioner is defined in the Competency Standards, document R-02-SC. Competency is defined in terms of eleven outcomes and two level definitions, namely *specifically-defined engineering problems* and *specifically-defined engineering activities.* The applicant is expected to have demonstrated performance at a degree of responsibility appropriate to a Specified Category Practitioner (E) for at least two years.

As a referee, you are requested to rate the applicant against the outcomes as well as make a holistic evaluation.

Please use the following scale:

 CDC: The applicant consistently demonstrates competence

 CDI: The applicant demonstrated competence but not consistently

 CNDD: The applicant has not demonstrated competence but is developing

 CND: The applicant has not demonstrated competence

 X: I am unable to comment

Please enter your comments in the third column, giving your reasons for assigning the particular rating. When a rating CDI, CNDD, or CND is given, please clearly state the reason(s) for assigning this rating

|  |  |  |
| --- | --- | --- |
| **Outcomes** | **Rating** | **Reason** |
| **Group A: Engineering Problem Solving** |
| 1. Define, investigate and analyse specifically-defined engineering problems |  |  |
| 2. Design or develop solutions to specifically-defined engineering problems |  |  |
| 3. Comprehend and apply the knowledge embodied in established engineering practices and knowledge specific to the jurisdiction in which he/she practices |  |  |
| **Group B: Management of Engineering Activities** |
| 4, Manage part or all of one or more specifically-defined engineering activities |  |  |
| 5. Communicate clearly with others in the course of his or her engineering activities |  |  |
| **Group C: Impacts of Engineering Activity** |
| 6. Recognise the reasonable foreseeable social, cultural and environmental effects of specifically-defined engineering activities |  |  |
| 7. Meet all legal and regulatory requirements and protect the health and safety of persons in the course of his or her specifically-defined engineering activities |  |  |
| 8. Conduct engineering activities ethically |  |  |
| **Group D: Exercise judgement, take responsibility** |
| 9. Exercise sound judgement in the course of specifically-defined engineering activities |  |  |
| 10. Be responsible for making decisions on part or all of specifically-defined engineering activities |  |  |
| **Group E: IPD** |
| 11. Undertake professional development activities sufficient to maintain and extend his or her competence |  |  |

**Optional: Further comments or additional information on the Applicant:**

|  |
| --- |
|  |

|  |
| --- |
| **Viewed Holistically:** |
| The applicant has demonstrated competence to be registered as a **Specified Category Practitioner** |  |  |

**Declaration by Referee**

I hereby confirm that I am conversant with the Council’s requirements for registration as set out in Competency Standard **R-02-STA-SC**, as well as the instructions on this referee report, and that I am prepared to substantiate my view expressed herein at an interview, should the Council require me to do so. I also confirm that I submit this information to ECSA on the understanding that it will be treated as confidential. I solemnly declare that, to the best of my knowledge, all the information contained in the referee report is true and correct.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby certify that the Referee has acknowledged that he/she knows and understands the contents of this declaration which was sworn to and signed before me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on this...........day of...........................**20**..**,** the regulations contained in Government Notice No. R1258 dated 21st July 1974, as amended, having been complied with.

**Commissioner of Oaths/ Justice of Peace:**

 ……………….……………………………

**PRINT NAME**

 ……………….……………………………

**SIGNATURE** *(Commissioner’s stamp)*

**Name of Referee:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Title of Position held:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Qualifications:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ECSA Registration**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Registration No:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employer:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Tel/Cell. No:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Referee:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please email to:**

**engineer@ecsa.co.za**

**Form R-03-IPD-SC**

**INITIAL PROFESSIONAL DEVELOPMENT REPORT (IPD)**

As part of the Application for Registration as a Specified Category Practitioner

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| Itemise courses, workshops, conferences, symposia or congresses attended.**List these under the separate headings of engineering, management and computer courses.** |
| **Name or subject of item** | *Course Provider* | *Dates attended* | **SAQA NQF level if available** | **Duration in hours** | **Credits** | **For use of Assessor** |
| Engineering Courses |
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| Management Courses |
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| Computer Courses |
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**Discipline:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Applicant Date**

# Sheet C

# Information Sheet

# (for completion of the Initial Professional Development Report)

This form **must** be completed by all persons applying for registration as a Specified Category Practitioner.

1. The Initial Professional Development (IPD) Report is a factual record that serves as evidence of proficiency development from academic base through CPD-type activities of Category 1 and other formal learning activities prior to registration, including in-house training. Reported activities do not require Continuing Professional Development (CPD) validation.

2. Initial Professional Development (IPD) is defined as the ongoing studies and development of engineering knowledge required to keep abreast of new technologies. The Registration Committee aims to gauge to what extent applicants kept abreast with engineering and technical developments in their fields of expertise subsequent to obtaining their qualifications.

3. List other engineering courses, seminars, conferences, symposia, workshops, etc. that were attended. Please provide dates [year] attended and duration of the course in days or hours. Please indicate whether the applicant was required to sit a written examination at the conclusion of other engineering courses. Also provide detail of papers delivered at engineering seminars, conferences, symposia, workshops, overseas study tours, etc.

4. It is not required that copies of certificates relating to relatively minor seminars or courses form part of the application.

 **Sheet D**

**Information Sheet**

**(Before the Application Form is submitted to the Engineering Council please make sure that the following points have been checked and included)**

1. Application fee of R \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

2. First page of Application Form (Specified Category Practitioner as a Registered Civil Laboratory Technical Controller) is initialled by the applicant and Commissioner of Oaths.

3. Second page of also of Application Form (Specified Category Practitioner as a Registered Civil Laboratory Technical Controller) is signed by applicant, signed and stamped by the Commissioner of Oaths.

4. The names of a minimum of three referees have been given.

 [The referee reports (Form R-03-REF-SC) must be sent under separate cover and at least one referee must be registered as either a Professional Engineer, a Professional Engineering Technologist, a Professional Engineering Technician, a Professional Certificated Engineer or a Registered Specified Category Practitioner. One referee report must be from a supervisor. Referee reports from the applicant’s supervisors are preferable, and they should have played some mentoring or supervisory role in the applicant’s career development.]

5. A photograph has been attached to Application Form SC1.

6. Training and Experience Reports and/or Outlines covering **ALL** the experience gained, including organograms and responsibility levels, completed on the form provided (Form R-03-TER-SC and/or TEO-SC).

7. Signatures of applicant on each Training and Experience Report and/or Outline.

8. Signatures of employer or supervisor on each Training and Experience Report.

9. If the applicant has his own business or signatures are unobtainable, the experience report must be accompanied by a Sworn Affidavit providing reasons for not obtaining the signature and stating that the information is true and correct, i.e. the Commissioner of Oaths must stamp and sign each experience report form.

10. Engineering Report Form R-03-ER-SC (paragraphs 13 to 15 of Sheet SC2) indicating the applicant’s own contribution/role and responsibility in the task submitted as well as the detail of the equipment type and/or work responsibility applicable, signed by a supervisor.

11. Sub Discipline Specific Requirements Form R-05-SDSRR-Nnnn applicable to the particular Specified Category and signed by a supervisor.

12. Details of the applicant’s Initial Professional Development (IPD) (using Form R-03-IPD-SC).

13. Certified copies of certificates, diplomas, etc.

14. Completed Form R-03-AR-SC, one for each qualification, where applicable.

15. Proof of membership of Institutions must be provided, where applicable.

**If any of the above, do not accompany the Application Form, the applicant’s Application will be held in abeyance until receipt of the information.**

 **Form SC 06- SC**

**Supervisor checklist**

|  |  |
| --- | --- |
| **Supervisor Information** |  |
| **Name:** |  |
| **Title:** |  |
| **Company/Organization:** |  |
| **Email Address:** |  |
| **Date:** |  |
|  |
| **Applicant Information** |  |
| **Name:** |  |
| **Title/Organization:** |  |
|  |
| **Attestation** |  |
| **Introduction:** |  |
| **Competence and Skills:** |  |
| **Performance and Contributions:** |  |
| **Professional Qualities:** |  |
| **Conclusion:** |  |

**DISABILITY REGISTER**

Disability is defined as: “Persons with disabilities including those who have long-term physical, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others”.

**Registration Number:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Name & Surname:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Do you have any disability (Please tick):**

|  |  |
| --- | --- |
| **Yes** | **No** |

**If yes, state nature of Disability:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NB: Completion of this form is necessary in order to accurately reflect disability statistics in terms of Employment Equity Act, No 55 of 1998.**