



# ECOSA

ENGINEERING COUNCIL OF SOUTH AFRICA



**An Effective Regulator Assuring Engineering Excellence**

**Forms and Tables for Use in Accreditation  
Documentation**


**E-13-F&T-P**

**REVISION 5: 12 February 2025**

**ENGINEERING COUNCIL OF SOUTH AFRICA**

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<b>Subject: Forms and Tables for Use in Accreditation Documentation</b>			
<b>Compiled by:</b> Manager	<b>Approved by:</b> Executive RSIR	<b>Next Review Date:</b> 12/02/2029	Page 2 of 27
<b>Date:</b> 31/10/2024	<b>Date:</b> 05/02/2025		

## TABLE OF CONTENTS

DEFINITIONS .....	3
ABBREVIATIONS .....	3
BACKGROUND .....	4
1. POLICY STATEMENT .....	4
2. PURPOSE OF THIS DOCUMENT .....	5
3. THE TABLES .....	5
REVISION HISTORY .....	25

## LIST OF TABLES

Table 1: Programme structure and Course/Module details.....	6
Table 2: Course/Module assessment details.....	11
Table 3: Evidence of assessment of graduate attributes .....	13
Table 4: Course/Module outcome development and assessment roles.....	18
Table 5: Internal examiner and external moderator details.....	19
Table 6: Cohort analysis .....	20
Table 7: Analysis of student intake.....	21
Table 8: Academic staff teaching in the programme, including service department staff .....	22
Table 9: Key staff indicators.....	23


## LIST OF FIGURES

Figure 1: Documents defining the ECSA Accreditation system .....	4
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<b>Document No.:</b> E-13-F&T-P	<b>Revision No.:</b> 5	<b>Effective Date:</b> 12/02/2025	 <b>E C S A</b> <small>ENGINEERING COUNCIL OF SOUTH AFRICA</small>
<b>Subject: Forms and Tables for Use in Accreditation Documentation</b>			
<b>Compiled by:</b> Manager	<b>Approved by:</b> Executive RSIR	<b>Next Review Date:</b> 12/02/2029	Page 3 of 27
<b>Date:</b> 31/10/2024	<b>Date:</b> 05/02/2025		

## DEFINITIONS


The definitions for terms used in the E-series policy documents are listed document E-01-POL.

## ABBREVIATIONS

The abbreviations used in the E-series policy documents are listed in document E-01-POL.

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<b>Subject: Forms and Tables for Use in Accreditation Documentation</b>			
<b>Compiled by:</b> Manager	<b>Approved by:</b> Executive RSIR	<b>Next Review Date:</b> 12/02/2029	Page 4 of 27
<b>Date:</b> 31/10/2024	<b>Date:</b> 05/02/2025		

## BACKGROUND

The documents that define the Engineering Council of South Africa (ECSA) system for accreditation of programmes meeting educational requirements for professional categories are shown in Figure 1, which also locates the current document.

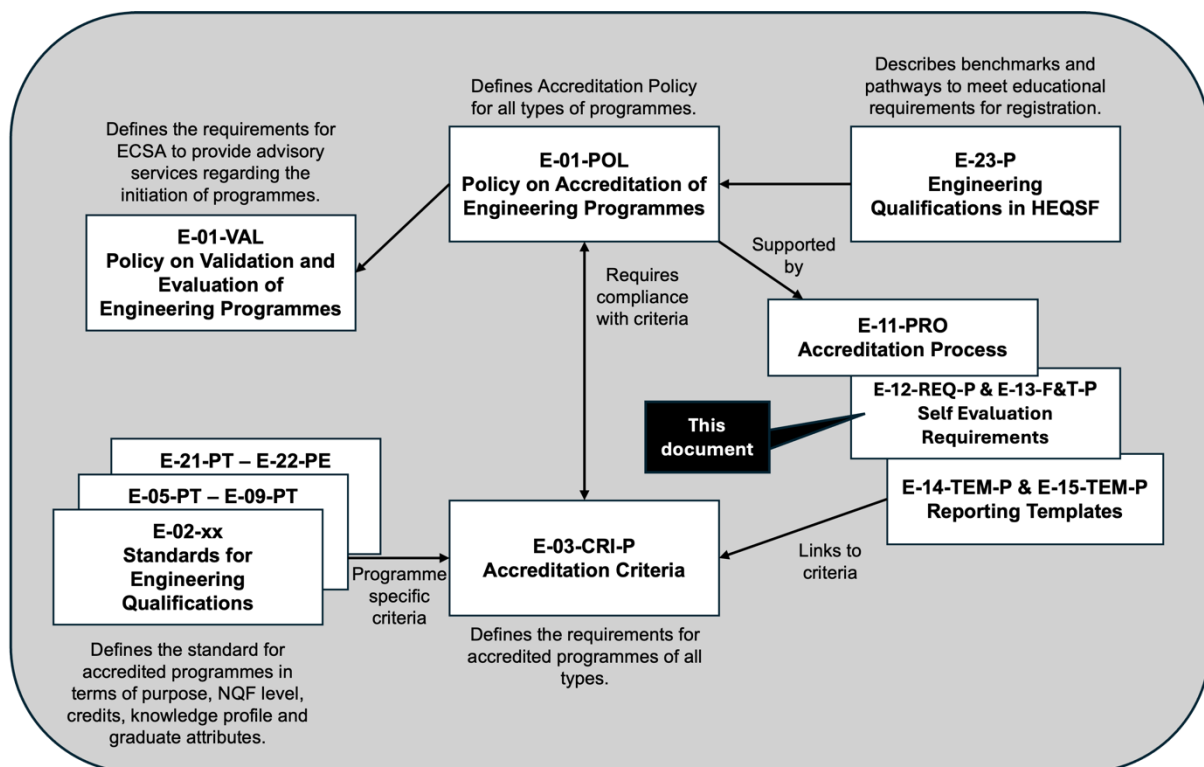


Figure 1: Documents defining the ECSA Accreditation system


## 1. POLICY STATEMENT

ECSA develops and operates a quality assurance system that leads to the Accreditation of various engineering education programmes. The standards, criteria, policies and procedures that define the Accreditation system are defined in this set of documents.

The Accreditation system assures the public, students, employers, funders and other stakeholders that firstly, the programme fulfils its key purpose of providing the graduate with the educational foundation for engineering in a stated role at the professional level; and secondly, the teaching, learning and assessment processes are defined and effective.

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Subject: Forms and Tables for Use in Accreditation Documentation			
Compiled by: Manager	Approved by: Executive RSIR	Next Review Date: 12/02/2029	Page 5 of 27
Date: 31/10/2024	Date: 05/02/2025		

## 2. PURPOSE OF THIS DOCUMENT

The subsequent pages contain tables that are required in preparing the Self-Evaluation Report (SER) for an accreditation to a provider's engineering programme.

## 3. THE TABLES

The following tables are required in the provider's documentation. The tables are available separately as Word documents or Excel spreadsheets:

- **Table 1:** Programme structure and Course/Module details
- **Table 1A:** Supporting information for Table 1
- **Table 2:** Course/Module assessment details
- **Table 3:** Evidence of Assessment of Graduate Attributes
- **Table 4:** Course/Module outcome development and assessment roles
- **Table 5:** Internal and external moderator details
- **Table 6:** Cohort Analysis
- **Table 7:** Analysis of student intake
- **Table 8:** Academic staff summary
- **Table 9:** Key staff indicators

The abbreviations and variables are defined in E-01-POL.


It is the responsibility of the provider to ensure that the latest version of these tables is used. The latest version is published on the ECSA website.

All ***Instructions*** in the various templates are shown italicised and **must be deleted in the actual submission.**

For example: ***Instruction:*** *this is an instruction to the person completing the tables.*

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<b>Subject: Forms and Tables for Use in Accreditation Documentation</b>			
<b>Compiled by:</b> Manager	<b>Approved by:</b> Executive RSIR	<b>Next Review Date:</b> 12/02/2029	Page 6 of 27
<b>Date:</b> 31/10/2024	<b>Date:</b> 05/02/2025		

**Table 1: Programme structure and course/module details**


**Instructions:** Complete the table for all semesters in the format shown. ‘Contact’ is time a student spends in person or remotely in real time in a supervised learning activity such as a lecture, tutorial or laboratory. If electives are present, list them and indicate number to be taken. Symbols, L, T<sub>L</sub> etc are as defined in document **E-01-POL**. Insert the time units T<sub>L</sub> etc in hours\*\*. Credits are calculated using the formula in Appendix A of **E-01-POL**.

For elective courses in each semester, insert either the number of courses or the total credits that must be completed.

Course/Module		Time Units and Total Contact				A	E	Credits	Knowledge Profile (credits)					
		T <sub>L</sub> =	T <sub>T</sub> =	T <sub>P</sub> =	T <sub>X</sub> =				Math Sci	Nat Sci	Eng Sci	Des & Synth	Comp Stud	WIL *
Code	Name	Lecture (L)	Tutorial (T)	Laboratory (P)	Other (X)	Assignment (hr)	Assessment (hr)							
<b>Semester 1: Compulsory Courses/Modules</b>														
<b>Semester 1: Electives: x Number/Credits required</b>														

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<b>Subject: Forms and Tables for Use in Accreditation Documentation</b>			
<b>Compiled by:</b> Manager	<b>Approved by:</b> Executive RSIR	<b>Next Review Date:</b> 12/02/2029	Page 7 of 27
<b>Date:</b> 31/10/2024	<b>Date:</b> 05/02/2025		

Course/Module		Time Units and Total Contact				A	E	Credits	Knowledge Profile (credits)					
		T <sub>L</sub> =	T <sub>T</sub> =	T <sub>P</sub> =	T <sub>X</sub> =				Math Sci	Nat Sci	Eng Sci	Des & Synth	Comp Stud	WIL *
Code	Name	Lecture (L)	Tutorial (T)	Laboratory (P)	Other (X)	Assignment (hr)	Assessment (hr)							
<b>Total for Semester 1 including required number of credits for electives for Semester 1</b>														
<b>Semester 2: Compulsory Courses/Modules</b>														
<b>Semester 2: Electives: x Number/Credits required</b>														
<b>Total for Semester 2 including required number of credits for electives for Semester 2</b>														
<b><i>Instruction: Add in rows for the other semesters of the programme</i></b>														
<b>Total for programme including required number of credits for electives</b>														

\* If applicable to the programme

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<b>Subject: Forms and Tables for Use in Accreditation Documentation</b>			
<b>Compiled by:</b> Manager	<b>Approved by:</b> Executive RSIR	<b>Next Review Date:</b> 12/02/2029	Page 8 of 27
<b>Date:</b> 31/10/2024	<b>Date:</b> 05/02/2025		


\*\* Face-to-Face/In-person, Virtual/Remote and/or Hybrid

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<b>Subject: Forms and Tables for Use in Accreditation Documentation</b>			
<b>Compiled by:</b> Manager	<b>Approved by:</b> Executive RSIR	<b>Next Review Date:</b> 12/02/2029	Page 10 of 27
<b>Date:</b> 31/10/2024	<b>Date:</b> 05/02/2025		

Course/Module		Mode	Contact Time Multipliers				
Code	Name		$M_L=$	$M_T=$	$M_P=$	$M_X=$	$M_E=$
<b>Semester 2: Compulsory Courses/Modules</b>							
<b>Semester 2: Electives: x Number/Credits required</b>							
<b>Instruction: Add in rows for the other semesters of the programme</b>							

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<b>Subject: Forms and Tables for Use in Accreditation Documentation</b>			
<b>Compiled by:</b> Manager	<b>Approved by:</b> Executive RSIR	<b>Next Review Date:</b> 12/02/2029	Page 11 of 27
<b>Date:</b> 31/10/2024	<b>Date:</b> 05/02/2025		

**Table 2: Course/Module assessment details**


**Instructions:** Complete the table for all the Courses/Modules reported in Table 1 (Columns 1 and 2 should be identical to Table 1). Insert the type and duration (hours) of assessment components not already contained in the periods given in Table 1. For the Type of Assessment use the Key below and add to it for any type not included. The 'pass-rate' should be for the students on the programme being Accredited.

**Key:** T = Test; Q = Quiz; P = Project; E = Examination; A = Assignment; O = Others (*clarify others*)

Course/Module identification		Lecturers/ *= co-ordinator	Assessment Components: Type and Duration					3-year Average	
Code	Name		1	2	3	4	Total-hr E	Class Size	Pass Rate
<b>Semester 1: Compulsory Courses/Modules</b>									
<b>Semester 1: Electives: x Number/Credits required</b>									

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<b>Subject: Forms and Tables for Use in Accreditation Documentation</b>			
<b>Compiled by:</b> Manager	<b>Approved by:</b> Executive RSIR	<b>Next Review Date:</b> 12/02/2029	Page 12 of 27
<b>Date:</b> 31/10/2024	<b>Date:</b> 05/02/2025		

Course/Module identification		Lecturers/ * = co-ordinator	Assessment Components: Type and Duration					3-year Average	
Code	Name		1	2	3	4	Total-hr <i>E</i>	Class Size	Pass Rate
<b>Semester 2: Compulsory Courses/Modules</b>									
<b>Semester 2: Electives: x Number/Credits required</b>									

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<b>Subject: Forms and Tables for Use in Accreditation Documentation</b>			
<b>Compiled by:</b> Manager	<b>Approved by:</b> Executive RSIR	<b>Next Review Date:</b> 12/02/2029	Page 13 of 27
<b>Date:</b> 31/10/2024	<b>Date:</b> 05/02/2025		


**Table 3: Evidence of assessment of graduate attributes**

*Instructions: See E-12-REQ-P*

<b>ECSA Graduate Attributes</b>	<b>Assessment Details</b>
<b>1: Problem solving</b>	
<i>Learning outcome:</i> As described in the applicable standard.	
<b>Where is outcome assessed?</b>	
<b>How is this outcome assessed?</b>	
<b>What is satisfactory performance?</b>	
<b>What is the consequence of unsatisfactory performance?</b>	
<b>2: Application of scientific and engineering knowledge</b>	
<i>Learning outcome:</i> As described in the applicable standard.	
<b>Where is outcome assessed?</b>	
<b>How is this outcome assessed?</b>	
<b>What is satisfactory performance?</b>	
<b>What is the consequence of unsatisfactory performance?</b>	
<b>3: Engineering Design</b>	
<i>Learning outcome:</i> As described in the applicable standard.	
<b>Where is outcome assessed?</b>	

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<b>Subject: Forms and Tables for Use in Accreditation Documentation</b>			
<b>Compiled by:</b> Manager	<b>Approved by:</b> Executive RSIR	<b>Next Review Date:</b> 12/02/2029	Page 14 of 27
<b>Date:</b> 31/10/2024	<b>Date:</b> 05/02/2025		

ECSA Graduate Attributes	Assessment Details
<b>How is this outcome assessed?</b>	
<b>What is satisfactory performance?</b>	
<b>What is the consequence of unsatisfactory performance?</b>	
<b>4: Investigations, experiments and data analysis</b>	
<i>Learning outcome:</i> As described in the applicable standard.	
<b>Where is outcome assessed?</b>	
<b>How is this outcome assessed?</b>	
<b>What is satisfactory performance?</b>	
<b>What is the consequence of unsatisfactory performance?</b>	
<b>5: Use of engineering tools</b>	
<i>Learning outcome:</i> As described in the applicable standard.	
<b>Where is outcome assessed?</b>	
<b>How is this outcome assessed?</b>	
<b>What is satisfactory performance?</b>	
<b>What is the consequence of unsatisfactory performance?</b>	
<b>6: Professional and technical communication</b>	
<i>Learning outcome:</i> As described in the applicable standard.	

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<b>Subject: Forms and Tables for Use in Accreditation Documentation</b>			
<b>Compiled by:</b> Manager	<b>Approved by:</b> Executive RSIR	<b>Next Review Date:</b> 12/02/2029	Page 15 of 27
<b>Date:</b> 31/10/2024	<b>Date:</b> 05/02/2025		

ECSA Graduate Attributes	Assessment Details
<b>Where is outcome assessed?</b>	
<b>How is this outcome assessed?</b>	
<b>What is satisfactory performance?</b>	
<b>What is the consequence of unsatisfactory performance?</b>	
<b>7: The engineer and the world</b> <i>Learning outcome:</i> As described in the applicable standard.	
<b>Where is outcome assessed?</b>	
<b>How is this outcome assessed?</b>	
<b>What is satisfactory performance?</b>	
<b>What is the consequence of unsatisfactory performance?</b>	
<b>8: Individual and collaborative teamwork</b> <i>Learning outcome:</i> As described in the applicable standard.	
<b>Where is outcome assessed?</b>	
<b>How is this outcome assessed?</b>	
<b>What is satisfactory performance?</b>	
<b>What is the consequence of unsatisfactory performance?</b>	
<b>9: Independent learning ability</b>	

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<b>Subject: Forms and Tables for Use in Accreditation Documentation</b>			
<b>Compiled by:</b> Manager	<b>Approved by:</b> Executive RSIR	<b>Next Review Date:</b> 12/02/2029	Page 16 of 27
<b>Date:</b> 31/10/2024	<b>Date:</b> 05/02/2025		

ECSA Graduate Attributes	Assessment Details
<b>Learning outcome:</b> As described in the applicable standard.	
<b>Where is outcome assessed?</b>	
<b>How is this outcome assessed?</b>	
<b>What is satisfactory performance?</b>	
<b>What is the consequence of unsatisfactory performance?</b>	
<b>10: Engineering Professionalism</b>	
<b>Learning outcome:</b> As described in the applicable standard.	
<b>Where is outcome assessed?</b>	
<b>How is this outcome assessed?</b>	
<b>What is satisfactory performance?</b>	
<b>What is the consequence of unsatisfactory performance?</b>	
<b>11: Project management and finance</b>	
<b>Learning outcome:</b> As described in the applicable standard.	
<b>Where is outcome assessed?</b>	
<b>How is this outcome assessed?</b>	
<b>What is satisfactory performance?</b>	
<b>What is the consequence of unsatisfactory performance?</b>	

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<b>Subject: Forms and Tables for Use in Accreditation Documentation</b>			
<b>Compiled by:</b> Manager	<b>Approved by:</b> Executive RSIR	<b>Next Review Date:</b> 12/02/2029	Page 17 of 27
<b>Date:</b> 31/10/2024	<b>Date:</b> 05/02/2025		

ECSA Graduate Attributes	Assessment Details
<b>12: Workplace Practices (Where required)</b>	
<b>Learning outcome:</b> As described in the applicable standard.	
<b>Where is outcome assessed?</b>	
<b>How is this outcome assessed?</b>	
<b>What is satisfactory performance?</b>	
<b>What is the consequence of unsatisfactory performance?</b>	

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<b>Subject: Forms and Tables for Use in Accreditation Documentation</b>			
<b>Compiled by:</b> Manager	<b>Approved by:</b> Executive RSIR	<b>Next Review Date:</b> 12/02/2029	Page 19 of 27
<b>Date:</b> 31/10/2024	<b>Date:</b> 05/02/2025		

**Table 5: Internal Examiner and External Moderator details**


**Instructions:** External Moderators may be termed External Examiners, Second Examiners or similar by universities. The Column E/I is used to indicate whether the moderation process is External or Internal.

Affiliation and Qualifications/Registration are not required for Internal Staff.

Course/Module		Internal Examiner(s)	Moderator(s)			
Code	Name	Name(s)	Name(s)	E / I	Affiliation	Qualifications & ECSA/Other Registration and Number

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<b>Subject: Forms and Tables for Use in Accreditation Documentation</b>			
<b>Compiled by:</b> Manager	<b>Approved by:</b> Executive RSIR	<b>Next Review Date:</b> 12/02/2029	Page 20 of 27
<b>Date:</b> 31/10/2024	<b>Date:</b> 05/02/2025		

**Table 6: Cohort analysis**


**Instructions:** Complete the cohort analysis below for each pathway to the qualification, for the intake as a whole and for any demographic groups with graduation percentages 5% or more below the entire group.

*P = the present year: insert actual.*

*For minimum duration of programme other than 4 years replace number of years in columns 4 - 7.*

Pathway:	Group:						
	Throughput						
Year of Entry	Number Entered 1st year	Dropped Out %	Graduated within 4 years %	Graduated in 5 years %	Graduated in 6 years %	Graduated in 6+ years %	Still Registered %
<b>P</b>							
<b>P-1</b>							
<b>P-2</b>							
<b>P-3</b>							
<b>P-4</b>							
<b>P-5</b>							
<b>P-6</b>							
<b>P-7</b>							
<b>P-8</b>							

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<b>Subject: Forms and Tables for Use in Accreditation Documentation</b>			
<b>Compiled by:</b> Manager	<b>Approved by:</b> Executive RSIR	<b>Next Review Date:</b> 12/02/2029	Page 21 of 27
<b>Date:</b> 31/10/2024	<b>Date:</b> 05/02/2025		

**Table 7: Analysis of student intake**

**Instruction:** This table is to be prepared for the latest full year intake to the programme.


Please add the admission rating formula used for entry.

Category	Admission rating	Number registered	Average number registered since previous Accreditation (past 5 years)
Recent NSC or equivalent			
Higher Education Institution Transfers			
QCTO			
TVET College students			
Internal to HEI Programme transfers			
International students			
Other categories			
Total first year Intake D1)			
Midstream Intake (D2)			
(D3)			
(D4)			

**Admission Rating Formula:**

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<b>Document No.:</b> E-13-F&T-P	<b>Revision No.:</b> 5	<b>Effective Date:</b> 12/02/2025	 <b>ECSA</b> <small>ENGINEERING COUNCIL OF SOUTH AFRICA</small>
<b>Subject: Forms and Tables for Use in Accreditation Documentation</b>			
<b>Compiled by:</b> Manager	<b>Approved by:</b> Executive RSIR	<b>Next Review Date:</b> 12/02/2029	Page 22 of 27
<b>Date:</b> 31/10/2024	<b>Date:</b> 05/02/2025		

**Table 8: Academic staff teaching in the programme, including service department staff**

**Instruction:** The staff to be entered here are all those who manage academically or teach in the programme under review, not only the full home department staff complement. Service department staff teaching students in the programme must be included.

Name & Initials	Title	Position	F/ P/ S	Percentage appointment	Speciality	Departmental Affiliation	Qualifications		Experience in years		Publications**	
							Academic	Professional*	Academic	Industrial	Journal	Conference


**F – Full-time; P – Part-time; S – Sabbatical**

\* Include professional registration(s) and the registration number and name of the registration body.

\*\* Subsidy-bearing publications over last 5 full years for which data are available

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<b>Document No.:</b> E-13-F&T-P	<b>Revision No.:</b> 5	<b>Effective Date:</b> 12/02/2025	 <b>E C S A</b> <small>ENGINEERING COUNCIL OF SOUTH AFRICA</small>
<b>Subject: Forms and Tables for Use in Accreditation Documentation</b>			
<b>Compiled by:</b> Manager	<b>Approved by:</b> Executive RSIR	<b>Next Review Date:</b> 12/02/2029	Page 23 of 27
<b>Date:</b> 31/10/2024	<b>Date:</b> 05/02/2025		


**Table 9: Key staff indicators**

**Instruction:** These statistics relate to the departmental staff associated with the programme (not service departments)

Quantity	Definition	Equity Information					
		Race				Gender	
		Black	White	Coloured	Indian	Male	Female
All programmes							
No. of staff with PhDs	DE						
No. of staff with Master's Degree	ME						
No. of staff with Bachelor's Degree	BE						
No. of staff with Diplomas	Dip						
No. of staff who are registered with ECSA	RE						
No. of staff qualified "One Higher" than Programme taught	QE						
No. of Full Professors	Prof						
No. of Associate Professors	A. Prof						
No. of Senior Lecturers	SL						
No. of Lecturers	L						
No. of Associate Lecturers	AL						
No. of Technical Staff	TE						
No. of Administrative Staff	AE						

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<b>Subject: Forms and Tables for Use in Accreditation Documentation</b>			
<b>Compiled by:</b> Manager	<b>Approved by:</b> Executive RSIR	<b>Next Review Date:</b> 12/02/2029	Page 24 of 27
<b>Date:</b> 31/10/2024	<b>Date:</b> 05/02/2025		

Quantity	Definition	Equity Information					
		Race				Gender	
		Black	White	Coloured	Indian	Male	Female
No. of Other Staff	OE						

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<b>Compiled by:</b> <b>Manager</b>	<b>Approved by:</b> <b>Executive RSIR</b>	<b>Next Review Date:</b> 12/02/2029	Page 25 of 27
<b>Date:</b> 31/10/2024	<b>Date:</b> 05/02/2025		

## REVISION HISTORY

Revision number	Revision date	Revision details	Approved by
Rev-0 C-A	26 Aug 2006	Adapted from PE-76 rev 3; tables rearranged, new tables introduced.	
Rev 0 C-B	19 Jan 2007	Tables further redesigned, numbering harmonised with E-12-P.	
Draft A	19 May 2007	Editorial, Instructions added to Table 10.	Working group
Revision 1	7 Feb 2008		Council
Rev 2: Draft	9 April 2014		EPAC Working Group
Rev 2: Draft B	3 June 2012	Incorporates change resulting from consultations with Deans, ESGB, EPAC.	EPAC – recommendation for approval
Rev 2	31 July 2014		Approved by Council
Rev 2: Draft A	16 October 2017	Errors corrected and STech and NO Updated.	R Harker
Rev 3: Draft 8	13 Feb 2018	Errors corrected and new technology qualifications added.	A Sasson & B Colier-Reed
Rev 3:	22 May 2018	Approval.	PDSGC
Rev 4: Draft A	04 Sept 2020	Align E-Series documents.	Work Group
Rev 4: Draft B	25 Sept 2020	Reviewed by the Education Business Unit	Education Business Unit
Rev 4	01 October 2020	Reviewed by the Executive	RPS Executive: EL Nxumalo
Rev 4	15 October 2020	Approval.	RPSC
Rev. 5 draft A	31 Oct 2024	The document has been revised to ensure alignment with changes on E-01-POL, and reflect the changes implemented in the processes and procedures for	Work Group

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<b>Document No.:</b> E-13-F&T-P	<b>Revision No.:</b> 5	<b>Effective Date:</b> 12/02/2025	 <b>E C S A</b> <small>ENGINEERING COUNCIL OF SOUTH AFRICA</small>
<b>Subject: Forms and Tables for Use in Accreditation Documentation</b>			
<b>Compiled by:</b> Manager	<b>Approved by:</b> Executive RSIR	<b>Next Review Date:</b> 12/02/2029	Page 26 of 27
<b>Date:</b> 31/10/2024	<b>Date:</b> 05/02/2025		

		accreditation of Engineering programmes. Figure 1 has been update to add qualification standards and to remove the E-16-PRO document.	
Rev. 5 draft B	22 Nov 2024	Document reviewed with WG and RI BU	RI BU and WG
Rev. 5 draft C	04 Dec 2024	The document was sent to Accreditation and Training BU for inputs and comments.	Accreditation and Training BU
Rev. 5 draft D	08 Dec 2024	Document submitted to the IEA Task Team for alignment to the IEA changes	IEA Review Task Team
Rev. 5 draft E	06 Feb 2025	Recommendation for approval	ESS
Rev. 5	12 Feb 2025	Approval	ERSIR

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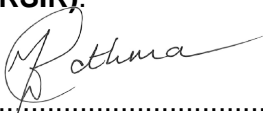
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<b>Subject: Forms and Tables for Use in Accreditation Documentation</b>			
<b>Compiled by:</b> Manager	<b>Approved by:</b> Executive RSIR	<b>Next Review Date:</b> 12/02/2029	Page 27 of 27
<b>Date:</b> 31/10/2024	<b>Date:</b> 05/02/2025		

Forms and Tables for:

**Use in Accreditation Documentation**

Revision 5 dated 12 February 2025 and consisting of 26 pages has been Recommendation for approval by the Executive Statutory Services, reviewed for adequacy by the Business Unit Manager and is approved by the Executive: Regulatory Services & International Relations (ERSIR).



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Executive: SS

10 February 2025  
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Date



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Business Unit Manager

10 February 2025  
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Date



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Executive: RSIR

2025/02/14  
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Date

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

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