



ENSURING THE EXPERTISE TO GROW SOUTH AFRICA

Policy on Registration in Candidate and Professional Categories

R-01-POL-PC

REVISION No. 4: 08 February 2024

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DEFINITIONS

Abeyance refers to a stage within the Experience Appraisal (EA) process where applicants are granted an opportunity to improve or address gaps in their experience and thereby enhance their submission. The objective is to provide for additional opportunity(ies) for the applicant to indicate clear competence by augmenting experience and training and re-submitting a well-documented proposal with compelling evidence of competence within a 12-month timeframe from the date of the application having been placed on abeyance. Within this timeframe, the applicant is allowed to submit additional evidence on a maximum of two occasions. This extension is granted without requiring additional application fees.

Accredited qualification refers to a qualification awarded on successful completion of an accredited engineering programme (See documents **E-20-PE/PT/PN** for the list of accredited engineering programmes).


Alternative Route is applicable to an applicant who does not have the accredited or recognised qualifications to become registered in a Professional Category but who proposes to meet the educational requirement through assessment as per the requirements of the ECSA process indicated in the **E-17-PRO: Criteria and Processes for Recognition of Educational Qualifications and Individual Assessment for Professional Categories**.

Benchmark Route is the normal process to apply for the attainment of registration that consists of the completion of an accredited, recognised or evaluated substantially equivalent qualification that is a well-structured and effectively executed programme of training and experience for the category of registration.

Cancellation of registration is the cancellation of the registration status of a person as provided for in section 20 of the Engineering Professions Act, 2000 (Act No. 46 of 2000).

Commitment and Undertaking (C&U) is an agreement entered into between an employer and ECSA under which the employer commits to the training of candidates to the standard required for registration in an identified Professional Category. A C&U may be entered into for one or more of the Professional Categories.

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Competency Assessment is a summative assessment of an applicant's competence against the prescribed standard that is based on evidence from the applicant's work and other tests that include a Professional Review.

Competency Standard is a statement of competency required for a defined purpose and in a specific category, expressed in the form of generic baseline competencies that all professionals in the category must demonstrate to be deemed eligible for registered status, irrespective of their discipline.

Continuing Professional Development means the systematic maintenance, improvement and broadening of knowledge and skills and the development of personal qualities necessary to execute professional and engineering duties through a person's engineering career. It is the learning and development that takes place after completion of relevant engineering studies and refers to activities through which registered persons maintain and develop competencies to continue to perform their role ably and efficiently.

Experience Appraisal is a documentary desktop assessment by an ECSA registered Assessor of the applicant's evidence of competence.

Generic Baseline Competency is the competence for a Professional Category defined in terms of outcomes and including the expected level of performance that can be demonstrated in a range of occupational contexts.

International register: ECSA maintains international registers for Engineers, Technologists and Technicians.


Initial Professional Development is the systematic participation in the activities typical of Continuing Professional Development but completed prior to professional registration.

Mentor is a professionally registered person who guides the competence development of a candidate in a concomitant category.

Mutual Recognition Agreement is an agreement between certain countries to provide mutual recognition of an engineer's professional title. A Mutual Recognition Agreement allows

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professionals to have their professional title recognised by a country that has an MRA with ECSA.

Plagiarism is the act of presenting, in any format, someone else’s work or idea as one’s own.


Professional Review is an integrative assessment of the applicant’s competence, including professional attributes specified in the standard and subdiscipline specific requirements for the category and the subdiscipline via a comprehensive review of the applicant’s evidence and an interview.

Referee is a mentor registered with ECSA or a supervisor who can attest to the competence of a person applying for professional registration in a concomitant Category and Discipline, and thus eligible to sign off on evidentiary reports submitted by the applicant.

Renewal is a requirement of a registered persons to comply with the CPD Rules in order to be eligible to apply in the prescribed manner to the Council for the renewal of registration.

Virtual Panel Member is an ECSA registered professional in good standing with Council who is trained to perform the work of an assessor, reviewer and/or moderator in the peer-review model and registration process of an applicant who applies for professional registration.

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ABBREVIATIONS

AIET	Agreement for International Engineering Technicians
CI	Competence Indication
CNI	Competence not Indicated
C&U	Commitment and Undertaking
CPD	Continuing Professional Development
EA	Experience Appraisal
EAD	Experience Appraisal Demerral
ECSA	Engineering Council of South Africa
EPA	Engineering Profession Act, 46 of 2000
GCC	Government Certificate of Competency
IEA	International Engineering Alliance
IETA	International Engineering Technologist Agreement
IPD	Initial Professional Development
IPEA	International Professional Engineers Agreement
PR	Professional Review
QEWG	Qualification Evaluation Working Group
RPS	Research, Policy and Standards
VA	Voluntary Association
VPM	Virtual Panel Member

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BACKGROUND

The illustration below defines the documents that comprise the Engineering Council of South Africa (ECSA) system for registration. The illustration also locates the current document.

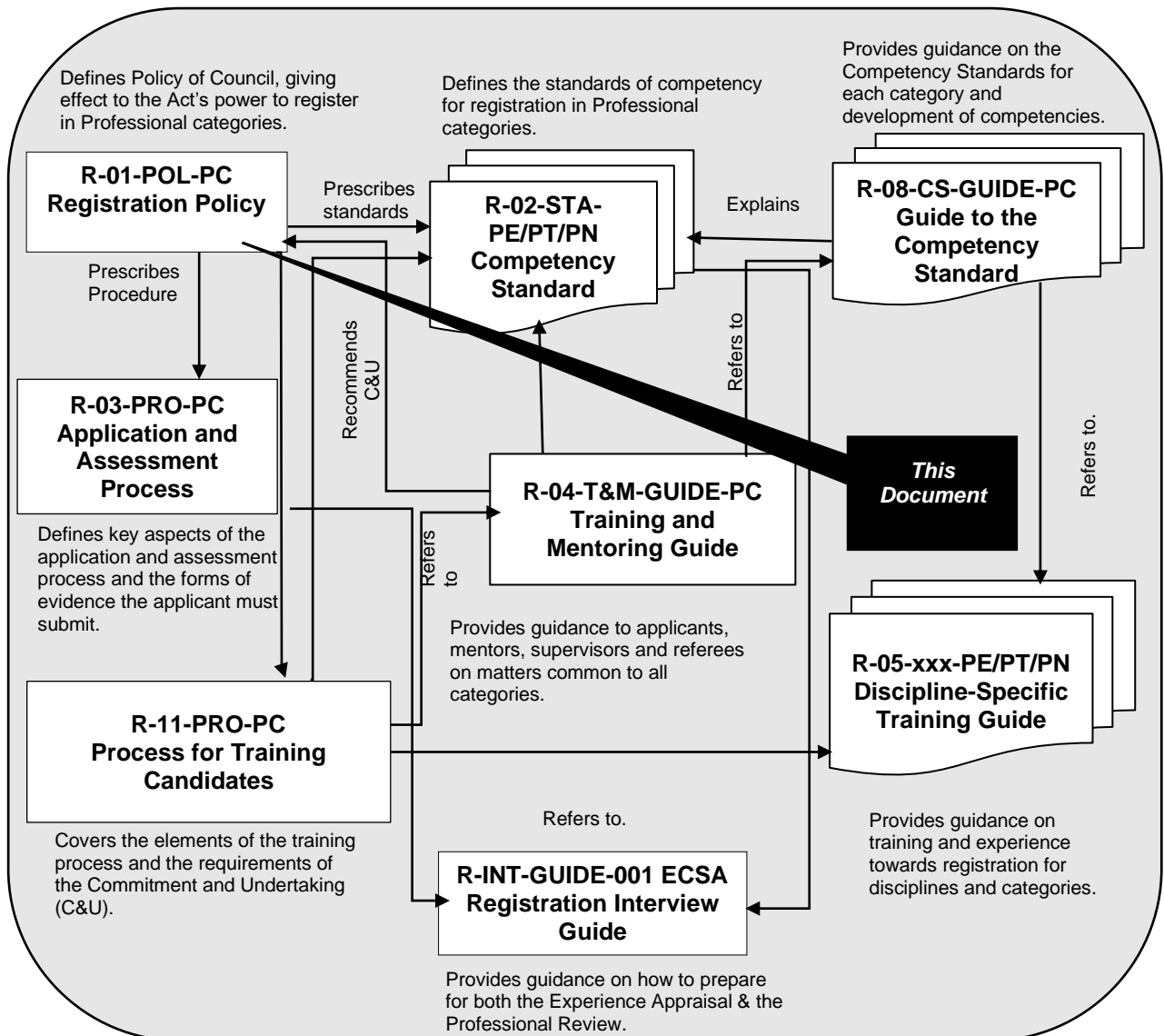



Figure 1: Documents defining the ECSA registration system

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1. PURPOSE OF THIS DOCUMENT

This document defines the policies approved by the Council that govern the registration of persons in the four Professional Categories of Professional Engineer, Professional Engineering Technologist, Professional Engineering Technician and Professional Certificated Engineer, and the corresponding Candidate Categories. The document further outlines the provision for registration to the international register. The registration of persons in the ECSA Specified Categories is dealt with in **R-01-POL-SC**. The policies give effect to provisions of the Engineering Profession Act, 2000 (Act No. 46 of 2000) (**the Act**) regarding candidate and professional registration.

This policy and the stipulations herein are supported by competency standards, competency guidelines, processes for assessments, training and mentoring guidelines, application guidelines, standard forms and information specific to particular work contexts. Relevant documents are referred to in the various sections of this policy.

2. POLICY STATEMENT

The *Policy on Registration in Candidate and Professional Categories* governs the registration model and process for candidates and engineering practitioners to become registered with ECSA and be included in the Database of Registered Persons.


3. APPLICABLE LEGISLATIVE FRAMEWORK

The Act, stipulates that subject to this Act, the Council may:

- (a) consider and decide on any application for registration
- (b) prescribe the period of validity of the registration of a registered person
- (c) keep a register of registered persons and decide on the following:
 - (i) The form of certificates and the register to be kept.
 - (ii) The maintenance of the register or issuing of certificates.
 - (iii) The reviewing of the register and the manner in which alterations thereto may be effected.

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4. INTERNATIONAL RECOGNITION

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

Educational Accords:

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

Competency Agreements:

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

5. POLICY PROVISIONS

5.1 Determination of educational requirements for registration in Candidate Categories


Section 18(1)(b) of the Act provides for registration as a candidate in categories corresponding to the Professional Categories, namely:

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

It is recommended that a person intending to apply for registration in a Professional Category should first apply for registration as a Candidate in the category, but this is not obligatory. Persons who have met the educational requirements by the methods defined in Section 5.1.1(a–d) in this Policy and who are undergoing mentoring and training are strongly encouraged to register as candidates.

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The requirements for registration as a Candidate in a category are stated in Section 19(2)(b) of the Act.

The Council must register the applicant in the relevant category if, after consideration of the application, the Council is satisfied that the applicant has fulfilled the specified criteria.

In the case of a person applying for registration as a Candidate, the applicant must satisfy the relevant educational outcomes determined by Council for this purpose by:


- having passed accredited or recognised examinations at any educational institution offering educational programmes in engineering; and
- having passed any other examinations that may be determined by the Council; or
- presenting evidence of prior learning.

5.1.1 Requirements for application for registration as a candidate

An applicant for registration as a Candidate in a category may satisfy the relevant educational requirements by one of the following means:

- (a) Hold an accredited qualification or acceptable combination of accredited qualifications prescribed for the category.
- (b) Hold a qualification or a combination of qualifications that is recognised under an international academic agreement relevant to the category.
- (c) Hold a qualification or a combination of qualifications that has been determined on a case-by-case evaluation to satisfy criteria for substantial equivalence to an accredited qualification for the category by virtue of one of the following:
 - The qualifications being awarded in a jurisdiction or by a provider that has a record of quality or a quality assurance system known to the ECSA.
 - Examination of detailed documentation on the qualification(s) reflecting substantial equivalence.
- (d) Presentation of a combination of evidence determined by Council for the Candidate category that is equivalent to an accredited qualification and that indicates the applicant's level of educational achievement against criteria. Evidence may include the following:

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- Qualifications or credits towards qualifications not already presented under Section 5.1.1(c).
- Completion of examinations or other forms of assessment set or prescribed by Council.
- Portfolios of evidence of work and other outputs presented for assessment.
- Other evidence of prior learning presented for assessment.

5.1.2 Criteria for accredited programmes

The criteria for accredited programmes in the case of 5.1.1(a) are defined in document **E-03-CRI-P** *Criteria for Accreditation of Engineering Programmes*, read with the relevant standards for the category referenced in document **E-03-CIR-P**. The standards for accredited qualifications are defined in Schedule 1 below.

Schedule 1: Engineering educational standards applicable to candidate and professional categories


Category of Registration	Educational Standard Document
Candidate and Professional Engineer	E-02-PE E-22-PE plus either E-09-PT or E-09-PGDip (Cognate)
Candidate and Professional Engineering Technologist 1	E-02-PT or E-05-PT (with prerequisite conforming to E-02-PN)
Candidate and Professional Engineering Technician 2	E-02-PN or E-08-PN or E-06-PN (with prerequisite qualification conforming to E-02-PN)
Candidate and Professional Certificated Engineer	Government Certificate of Competence
An accredited BTech (with a prerequisite accredited National Diploma or equivalent) continues to be recognised as meeting the ECSA educational requirements.	
An accredited National Diploma continues to be recognised as meeting the ECSA educational requirements.	

5.1.3 International educational accords

International educational accords relevant to Candidate and Professional Categories are shown in Schedule 2 below.

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Schedule 2: International Educational Accords applicable to candidate and professional categories

Educational Accord	Category of Registration
Washington Accord	Candidate and Professional Engineer
Sydney Accord	Candidate and Professional Engineering Technologist
Dublin Accord	Candidate and Professional Engineering Technician

**A Candidate and Professional Certificated Engineer are not recognised by the IEA*


The policy and procedures for accrediting qualifications are defined in documents **E-01-POL** *Policy on Accreditation of Engineering Programmes*, **E-11-PRO** *Accreditation Process Definition* and **E-24-STA** *Standard for Accreditation of Online Programmes*. Criteria, policies and procedures for considering applicants under cases 5.1.1(c) and 5.1.1(d) are defined in document **E-17-PRO** *Criteria and Processes for Recognition of Educational Qualifications and Individual Assessment for Professional Categories*.

Persons who do not meet the educational requirements for candidacy under sections 5.1.1(a), 5.1.1(b) or 5.1.1(c) but fall under Section 5.1.1(d) must be assessed individually. A qualification may be accredited, recognised or evaluated as partially satisfying the educational requirements. In such cases, applicants may make up deficits through further learning. In addition to evidence already presented, an applicant who falls under Section 5.1.1(d) may be required to undergo an assessment that may assume various forms such as an oral or written examination. If the applicant's qualifications and other evidence are evaluated as being equivalent to an accredited South African qualification, the applicant is eligible for registration as a Candidate in the relevant category.

5.2 Determination of educational requirements for registration in Professional Categories

An applicant who is already registered as a Candidate in the category corresponding to that applied for at a professional level is not required to satisfy further educational requirements under Section 19(2)(a)(ii) of the Act.

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In the case of an applicant for registration who is not registered as a Candidate in the relevant category at the time of the application or has not by prior evaluation or assessment satisfied the educational requirements, the applicant must, in terms of Section 19(2)(a)(ii) of the Act, demonstrate the level of educational achievement prescribed for the category by one of the mechanisms defined in Section 5.1.1.

Applicants holding accredited, recognised or other qualifications

The first four mechanisms have identical requirements to those for registration as a candidate, namely the methods defined in sections 5.1.1(a), (b), (c) and (d).

Criteria and processes for assessing the educational achievement of applicants for registration are defined in document **E-17-PRO**.


Applicants registered with signatories to international agreements on registration

An applicant for professional registration under an international agreement is deemed to meet the ECSA educational requirements for registration if one of the following is fulfilled:

- (a) In the case of a person professionally registered by a body with which the ECSA has a Mutual Recognition Agreement (MRA), the applicant must satisfy the educational requirements defined under that agreement.
- (b) In the case of a person applying for registration as a Professional Engineer who is registered in a section of the International Register administered by a different signatory from the IPEA (formerly the Engineers Mobility Forum), the applicant must hold a qualification or a combination of qualifications determined by the original registering signatory as equivalent to a Washington Accord qualification.
- (c) In the case of a person applying for registration as a Professional Engineering Technologist who is registered in a section of the International Register administered by a different signatory from the IETA (formerly the Engineering Technologists Mobility Forum), the applicant must hold a qualification, or a combination of qualifications determined by the original registering signatory to be equivalent to a Sydney Accord qualification.
- (d) In the case of a person applying for registration as a Professional Engineering Technician who is registered in a section of the International Register administered by a different

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signatory from the AIET, the applicant must hold a qualification, or a combination of qualifications determined by the original registering signatory to be equivalent to a Dublin Accord qualification.

Special provisions

Applicants who seek to meet the educational requirement by methods stated in sections 5.1.1(a), (b) or (c) and who provide evidence that they have been continuously in training or practice in the relevant category for at least 10 years since graduation and whose claims are verified by a summary of training and experience may be evaluated against the educational standards for the category that prevail at the time as having completed the educational qualification.

An applicant who seeks to meet the educational requirements by the method stated in Section 5.1.1(d) may present evidence of satisfying educational criteria by submitting evidence of performance against a corresponding outcome at the professional level, as specified in document **E-17-PRO**.


Where an applicant for educational evaluation does not demonstrate substantial equivalence against the substantial equivalence criteria, the applicant may undertake further learning and provide evidence of satisfying outstanding requirements within 3 years of the date of the communication informing the applicant of the educational deficiencies. No further fee is payable if the required evidence is submitted within the 3-year period.

5.3 Determination of standards of competence for registration in Professional Categories

Section 18(1)(a) of the Act defines the categories of professional registration in which ECSA may register persons:

- Professional Engineer
- Professional Engineering Technologist
- Professional Engineering Technician
- Professional Certificated Engineer.

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The essential requirements to become registered in a category are stated in Section 19(2)(a) of the Act.

In the case of a person applying for registration as a professional, the Council must register the applicant in the relevant category if, after consideration of the application, the Council is satisfied that the applicant has fulfilled the following:


- The applicant has demonstrated competence as measured against standards determined by the Council for the relevant category of registration.
- The applicant has passed any additional examinations that may be determined by the Council.

This Policy on Registration in Professional Categories gives effect to the requirements of Section 19(2)(a)(i) of the Act by the following:

- Determining the expected outcomes and level of performance for demonstrating competence for each Professional Category in the form of Competency Standards listed in Schedule 3. Competency Standards are stated in the form of generic baseline competencies that all professionals in the category must demonstrate, irrespective of their discipline or speciality. Competence must be demonstrated within the applicant's practice area.
- Assessing the competence of an applicant for registration in a particular Professional Category based on evidence presented by the applicant according to defined procedures.
- Determining the educational outcomes that must be fulfilled by applicants for professional registration.

All applicants who demonstrate, through their performance, competence against the standards, including educational outcomes, will be registered provided none of the conditions listed in Section 19(3) of the Act apply in the particular case.

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Schedule 3: Competency Standard applicable to Professional Category

Category of Professional Registration	Competency Standard Document
Professional Engineer	R-02-STA-PE/PT/PN
Professional Engineering Technologist	
Professional Engineering Technician	
Professional Certificated Engineer	R-02-STA-PCE

5.4 Professional development towards registration


ECSA does not prescribe the process of experience and training that brings an applicant to the level of competence required for registration, the level of achievement, however, is defined in the Competency Standards. Guidelines for employers, mentors and aspiring registrants are given in document **R-04-T&M-GUIDE-PC** *Training and Mentoring Guide for Professional Categories*. Additional information for employers that are ECSA recognised is available in documents **R-11-PRO-PC** *Process for training engineering candidates towards professional registration under a Commitment and Undertaking* and **A-03-PRO-PC** *Training Academy Certification and Accreditation Process*. These guidelines together with an accredited qualification define the Benchmark Route to developing the competency required for registration. All applicants proceeding to registration are assessed identically according to the Competency Standards and defined procedures, irrespective of the route followed.

The training guidelines in document **R-04-T&M-GUIDE-PC** may be supplemented by the discipline specific training guides (**R-05-XXX-PE/PT/PN**). Examples of work contexts include categories of registration, engineering disciplines within each category, industry sectors and academic staff at higher education institutions. Context-specific guidelines must, however, be approved by the Registration Committee (RC).

Period of training

ECSA does not normally consider an application for registration unless the period of training and experience shown in Schedule 4 has been completed.

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In the case of a person meeting the educational requirements under sections 5.1.1(a), (b) or (c), the required period starts no earlier than the date of meeting the qualifications requirement.

Schedule 4: Normal minimum duration of education, training and experience

Category of Professional Registration	Education	Training and Experience
Professional Engineer	4 years	3 years
Professional Engineering Technologist	3 years*	4 years
	4 years**	3 years
Professional Engineering Technician	2 years***	4 years
	3 years****	3 years
Professional Certificated Engineer	Obtain one of seven GCCs***** (See document R-02-STA-PCE)	3 years including a legal appointment for 12 months
Note: Each academic programme referred to above must be accredited, recognised or evaluated as equivalent with individual assessments where required.		

***E-02-PT:** Bachelor of Engineering Technology

****E-05-PT:** Advanced Diploma in Engineering (with prerequisite conforming to E-02-PN) or Bachelor of Technology which is discontinued

*****E-08-PN:** Diploma in Engineering Technology

******E-02-PN** Diploma in Engineering and National Diploma: Engineering (Nated)

*******Government Certificate of Competency**

Regarding reference to alternative route qualifications, reference is made to document **E-17-PRO**.


Employer's Commitment and Undertaking and candidacy programmes

A Commitment and Undertaking (C&U) is an agreement entered into between an employer and ECSA under which the employer commits to training candidates to the standard required for registration in an identified Professional Category. A C&U may be entered into for one or more of the Professional Categories. In entering a C&U, the employer indicates the intent to:

- structure and execute the training of candidates in accordance with the competency statements, policies and guidelines laid down by ECSA for the applicable category of registration

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- ensure adequate supervision of candidates by registered persons
- register mentors with ECSA and ensure adequate mentoring of candidates
- provide regular guidance to the candidates through competent supervisors and mentors.

A candidacy programme is a framework for employers to plan and execute mentoring and training towards registration in a Professional Category. A candidacy programme is a means of implementing a C&U.

The Competency Standards generated by the ECSA are used as workplace standards. They define the competency outcomes of the training programme. The employer must define the process to develop competence to the required level and make specific reference to the workplace standards in its workplace skills plan. Context-specific training guides generated by the sector may be used. These must not conflict with the generic competencies but rather provide amplification in the particular work context.


- If not already registered, the trainee should register in the appropriate Candidate Category with ECSA as early as possible within the training period.
- The employer will provide an internal supervisor and a mentor who preferably is also internal but may be external to the company. While the supervisor and mentor may change from time to time, employers must ensure continuity of supervision and mentoring.
- Structured work experience is provided by the employer for the candidate. This work is managed using a standard format training record. The candidate's progress is assessed continuously by supervisors and mentors using the training record for documentation.
- When candidates are considered ready for registration, they apply to ECSA for registration. Evidence of competence as required by ECSA must be provided. ECSA performs the summative assessment of competence.
- Success in attaining registration is considered evidence of the quality of the training programme. The workplace learning programme is not subject to formal quality assurance.

Requirements regarding candidates, supervisors, mentors and referees

Various sections of the Act require registration for particular aspects of work. Section 18(2) requires registration for practice in a Professional Category. Section 18(3) requires a person

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who practises in a consulting capacity to be registered in the appropriate category. Section 18(4) requires a person registered as a candidate to work under the supervision and control of a registered person.

A candidate must work under the supervision of a registered person. Supervision may not be direct, but the supervisor must take responsibility for the work of the candidate/trainee from a fully informed position. The supervisor normally guides and mentors the candidate's development. However, the candidate may also be mentored by another registered person in the employer's organisation.

If employers do not have suitable persons as internal mentors in their employ, they must ensure that external mentors are appointed. Mentors thus appointed should be sensitive to any limitations that the employer may wish to set in any given situation. External mentors cannot take responsibility for work performed by the trainee. Both the supervisor and the mentor (if appointed) must be registered in an appropriate Professional Category.


The training guide, document **R-04-T&M-GUIDE-PC**, together with documents **R-11-PRO-PC** and **A-03-PRO**, gives guidance on ways of dealing with the stipulation in Section 26 (4) of the Act and Clause 9.2 of the Overarching Code of Practice that the candidate must demonstrate the ability to take responsibility in accordance with the Degree of Responsibility (DoR).

Advanced academic programmes

Applicants applying for professional registration who have completed higher education programmes beyond the level required for registration in a category may offer appropriate aspects of the advanced programme as part of the evidence of competence, provided that the offered aspects of the programme demonstrate specific outcomes at the required level.

The contribution of the advanced higher education programme towards demonstrating relevant competencies should be certified by a supervisor or head of department who is professionally registered in the category and the discipline in question.

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Initial Professional Development activities prior to professional registration

Outcome 11 of the Competency Standards (**R-02-STA-PE/PT/PN**) requires the applicant to demonstrate the ability to manage and undertake ongoing professional development. Applicants are therefore required to plan and undertake activities that may be accredited or non-accredited during their training. This is referred to as Initial Professional Development (IPD) to distinguish it from post-registration Continuing Professional Development (CPD), which is performed to maintain professional registration.

Training outside the Republic of South Africa

Applicants who received their practical training in engineering work abroad will be considered according to the principles and requirements contained in this policy.

Obligations upon attaining professional registration

Once an applicant is registered in a Professional Category, the Act and the ECSA policy on renewal of registration impose several obligations:

- The ECSA Code of Conduct applies as would any ECSA-approved code of practice. This includes the requirement that persons must work within the limits and scope of their competence.
- The registered person is subject to CPD requirements (see ECSA Rules: Continuing Professional Development and Renewal of Registration).
- Annual fees must be paid.

5.5 Application for registration


Section 19(1) of the Act requires a person wishing to register to submit an application and provide evidence of competence using the prescribed form. Applicants must provide their history of education, training and experience.

Applicants must make the following declarations:

- Upon registration, they are subject to the ECSA Code of Conduct.

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- After registration in a Professional Category, they are subject to the requirements to renew registration in terms of the ECSA Rules and the CPD requirements.
- They are not subject to any of the conditions listed in Section 19(3) of the Act.

The process of applying for registration as a Candidate or as a Professional is detailed in document **R-03-PRO-PC**.

- A person who is registered as a Candidate in the relevant category may submit an application for professional registration, allowing for the normal minimum period of training and experience listed in Schedule 4.

5.6 Policy and process for assessment of competence

All applicants must provide evidence of competence through their work, irrespective of the development pathway followed towards registration. Failure to provide evidence or information will result in refusal of the application. This requirement is only waived if international agreements entered into by ECSA provide for the recognition of competence through MRAs and include educational achievement determined by another signatory.


Competence of an applicant for registration must be assessed by a process of peer judgement using this policy and the process defined in document **R-03-PRO-PC** and other related documents. The assessment process must determine whether the applicant has provided evidence of competence against each outcome specified in the Competency Standards for the category (the prescribed standards) to make an integrated judgement of the applicant's competence.

Applications are assessed, reviewed and moderated by ECSA-trained and professionally registered VPMs who function under the ECSA Code of Conduct and must sign a Service Charter before commencing with their duties.

5.6.1 Screening of applications

On receipt of an application with supporting documents that include Referee Reports, the application must be screened for administrative completeness by a designated registration officer. After screening, **one** of the following actions will be taken:

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- (a) Use the latest version of the **E-20-PE, E-20-PN & E-20-PT** lists of accredited engineering programmes to confirm that the qualification of the applicant is ECSA accredited.
- (b) Refer the application for Experience Appraisal (EA) as defined in section 5.6.5.
- (c) Request further information from the applicant If necessary.
- (d) In cases where the applicant fails to provide the requested information, Administration may close the application or place the application in abeyance.
- (e) When the outcomes of the EA reach the moderator, the moderator must undertake further quality assurance checks to ensure that all documentations, qualifications, referee reports, and assessment processes followed are compliant with the registration policy.

5.6.2 Process of Assessment of Competence: The EA and the Professional Review (PR)


A peer-review process is used to assess an applicant's competence to register as a professional:

- **Stage 1:** The EA is a documentary assessment of the applicant's evidence of competence. The appraisal includes records of training and experience (TER), an engineering report (ER), records of IPD activities and the Referee Reports. The appraisal determines whether the evidence presented indicates that the applicant has achieved the level of competence specified in the prescribed standard for the category through evidence from work. Indications of competency from the EA stage must be confirmed during the PR.
- **Stage 2:** The PR is an integrative assessment of the applicant's competence and the professional attributes specified in the standard for the category through a comprehensive review of the applicant's evidence and an interview.

Provision for persons with disability

Special provision may be considered for people with disability as determined by Council. This will be considered based on individual disability conditions as recommended by a registered medical practitioner. A registered disability must be used to assess the applicant's special requirements which must be considered by Council prior to assessment to ensure that each applicant is treated fairly regardless of any disability.

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5.6.3 Process for conducting the Experience Appraisal and Professional Review

The Experience Appraisal

The EA must be conducted by no less than three Assessors selected from the VPM pool, as defined in Section 5.6.2.

- (a) Each Assessor for the EA must rate the evidence provided by the applicant against the prescribed standard for the category and formulate an integrated judgement of the applicant's competence. Assessors must each document their assessment scores with adequate description of their reasons for allocating the scores.
- (b) An Assessor can make one of the following determinations:
 - The applicant has provided evidence indicative of competence against the prescribed standard in the relevant Category.
 - The applicant has not provided evidence indicative of competence against particular criteria in the prescribed standards of the relevant Category.
- (c) The Assessor may identify issues relating to particular criteria, which are confirmed or assessed further during the PR.
- (d) If the applicant has not provided evidence indicative of competence against particular criteria in the prescribed standards, the Assessor may indicate one of the following:
 - It is feasible for the applicant to take steps to obtain the outstanding evidence of competency within a period of 12 months.
 - Further information is required from the applicant, and this should be elicited through written communication and provided during the PR interview.
- (e) The EA Moderator must ensure that the assessment reports meet the requirements of the prescribed standards.
- (f) The EA Moderator must moderate all abeyances from the EAs before further communication is sent to applicants concerned.
- (g) For EA moderation, if the recommendation from two or more of the Assessors is Competence Indicated/Competence Not Indicated (CI/CNI), the EA Moderator must confirm that the applicant has passed/failed the EA stage. The Moderator thus receives

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the original application reports from the Assessors and must determine the further course of action, i.e., one of the following:

- Refer the application to proceed to the PR.
- Keep the application in abeyance in terms of Section, 5.6.3, **Applications in Abeyance**
- stating reasons for the abeyance.
- Recommend that the application be refused, stating reasons for the refusal.

The Professional Review

The PR may be conducted virtually or in person by up to three Reviewers selected from the VPM pool as defined in Section 5.6.2.

Should a Reviewer withdraw from the PR within 3 days of the scheduled review, the PR may still be conducted but by no less than two Reviewers. Interviews must be recorded with explicit consent from the interviewee and the interviewers.


After conducting the PR, the Reviewers must submit individual reports and recommendations to a Moderator. The Moderator must consider the EA, the PR report and the Referee Reports. The Reviewers may recommend one of the following:

- (a) The applicant has provided evidence of competence against the prescribed standard and should be registered.
- (b) The applicant has not provided evidence of competence against particular criteria in the prescribed standards and should not be registered for the reasons stated (refusal of registration).

Completion of Professional Review

Upon completion of the PR, the Moderator receives the original application, the collated reports from the PR, the reports of the Reviewers and the Referees from Administration and must make a determination:

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- (c) In the case of referral of an application as indicated in (a) above, the PR Moderator must decide to register the applicant who has demonstrated competence against the prescribed standards.
- (d) If two of the three Reviewers make the recommendation indicated in (b) above, the PR Moderator must:
- (i) recommend that the applicant is refused registration, stating the reasons for refusal;
or
 - (ii) refer the application back for consideration by the parties appropriate to the case through invoking Section 5.6.3 **The Professional Review**

The PR Moderator contemplating a decision under Section 5.6.3 **The Professional Review** may require an applicant to undertake additional assessments, which may include interviews and other processes that the ECSA determines.

The PR Moderator must moderate all recommendations that approve or refuse registration from the PRs before ECSA can communicate the final outcomes to the applicant.


A blind moderation of the EA and PR may be requested by ECSA and approved through the office of the Executive should circumstances require such.

Applications in Abeyance

If an applicant for registration as a professional does not provide clear evidence of competence against a part or parts of the prescribed Competency Standards during the EA stage the application is put on abeyance. Abeyance status automatically expires if the applicant fails to submit clear evidence of Competence Indication (CI) within the 12-month period following its initiation.

In the event that the applicant remains unable to indicate competence against the prescribed competency standards even after the abeyance stage, the Council will close the application due to "Competence not Indicated" (CNI) and will not proceed to the Professional Review (PR) stage. The applicant will receive an Experience Appraisal Demurral (EAD) letter. This letter will

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provide guidance on expanding the experience and initiating a new application, which will follow the standard application process, including the necessary application fee.


However, if the Moderator considers it feasible for the applicant to obtain the necessary evidence to meet the outstanding requirements within 12 months, ECSA will hold that application in abeyance for a period of 12 months.

- (a) The period of 12 months commences on the date of the communication informing the applicant of the abeyance and the reasons for the abeyance. See Section 5.6.5 Applications in Abeyance, item (h) below.
- (b) The applicant must submit the required additional evidence within the stipulated 12 months.
- (c) No further fee is payable if the required evidence is submitted within the stipulated period.
- (d) It is possible that evidence of competence may be provided in less than the prescribed 12-month administrative period without attracting additional application fees.
- (e) If the period of abeyance is exceeded, the applicant must make a new and complete application, pay the prescribed fee and provide evidence of competence against all requirements.
- (f) An applicant may be granted a further 12 months of abeyance through an application made prior to the expiry of the 12-month period stating the grounds for the extension.
- (g) According to Section 5.6.5 Applications in Abeyance, item (e) above, an applicant whose application is in abeyance and who submits new evidence will be granted a once-only additional 12 months of abeyance without the possibility of a further extension.
- (h) An applicant may only benefit once from the concession indicated in Section 5.6.5

Applications in Abeyance

- (i) items (e) and (f).
- (j) When an application for registration as a professional in a category is kept in abeyance, the Moderator must identify the competency outcomes that have not been satisfied and formulate a deficiency statement that comprises written reasons for the abeyance of the application in terms of the prescribed standards applicable to the particular case.

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Refusal

When an application for registration as a professional in a category is refused, a Moderator must identify the competency requirements that have not been satisfied and formulate a deficiency statement, that is, provide written reasons for refusal of professional registration in terms of the prescribed standards applicable to the particular case.

When an application has been refused, the applicant is granted a compulsory advisory interview. To appeal the refusal, the applicant must first attend a compulsory advisory interview.

When an application for professional registration has been refused, the file will be closed as refusal. The applicant must submit a new application which will be allocated to a new file for registration as soon as evidence of competence against all identified deficient outcomes is available, evidence submitted in a file closed as refusal will not be considered as the application will be treated as a new submission.

Registration


The Date of Registration is the date on which Council made the decision to register the applicant. This date appears on the original and the replacement registration certificates.

5.7 International registration

Persons who seek professional registration with ECSA in terms of an International Register agreement must demonstrate in an interview that they are proficient at a level appropriate to professional practice and have knowledge of legislative and technical conditions applicable to their field of practice in South Africa. In addition, such persons must have language proficiency adequate for practice in South Africa and meet any other requirements specified in terms of the applicable international agreement.


Applicants wishing to be considered for registration to the International Register as International Professional Engineer, Engineering Technologist or Engineering Technician must fill in the appropriate application forms and pay the prescribed application fee. The following requirements apply for International Professional Registration Categories:

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- The applicants must be registered with ECSA in the appropriate Category and must be good standing prior to applying to the International Register.
- Professional International Registration carries a dual registration with ECSA; it is required that the annual ECSA fees and CPD are maintained to maintain the active registration status in the International Register.
- Only ECSA's annual subscription fee is required to maintain both the ECSA Professional Registration Category and the corresponding International Professional Registration Category.
- Applicants must have more than 7 years of practical engineering experience since graduation or 4 years' experience post registration in their respective ECSA professional registration category, at least 2 years of that experience having been spent in responsible charge of significant engineering work.
- Applicants must be in Good Standing with ECSA and must demonstrate evidence of maintaining CPD at a satisfactory level and well as maintaining their respective ECSA annual subscription fees.
- The assessment of International Registration must be undertaken by two VPMs who are registered with ECSA in the same category and discipline to the applicant.
- Moderation of the International Registration must be undertaken by a Moderator who is registered with ECSA in the same category as the applicant.
- Professional Review for International Registration must be conducted by two peer reviewers who are registered with ECSA in the same category of registration to the applicant, at least one peer reviewer must be registered in the International Professional Category similar or higher than that of the applicant.
- In cases where a particular discipline does not have adequate peer reviewers registered in the International Professional Category, a cross-discipline observer is permitted whereby a peer reviewer registered in International Professional Category similar or higher category to the applicant may act as an observer for the PR, which must be undertaken by at least two peer reviewers in the same category and discipline to the applicant.
- The peer reviewer must assess the applicant in terms of:
 - technical competence

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- contract knowledge
 - quality management/assurance
 - financial awareness
 - awareness of safety and protection
 - demonstration of professionalism.
- A moderator must ratify the process and make recommendations to Council for refusal/registration on the South African Section of the IPEA/IETA/AIET (International Register).

5.7.1 Applicants holding accredited, recognised or other qualifications.

- The first four mechanisms have identical requirements to those for registration as a candidate, namely the methods defined in sections 5.1.1(a), (b), (c) and (d).
- Criteria and processes for assessing the educational achievement of applicants for registration are defined in document **E-17-PRO**.


5.7.2 Applicants registered with signatories to international agreements on registration

An applicant for professional registration under an international agreement is deemed to meet the ECSA educational requirements for registration if one of the following is fulfilled:

- In the case of a person professionally registered by a body with which the ECSA has a mutual exemption agreement, the applicant must satisfy the educational requirements defined under that agreement.
- In the case of a person applying for registration as a Professional Engineer who is registered on a section of the International Register administered by a different signatory from the IPEA (formerly the Engineers Mobility Forum), the applicant must hold a qualification or a combination of qualifications determined by the original registering signatory that is equivalent to a Washington Accord qualification.
- In the case of a person applying for registration as a Professional Engineering Technologist who is registered on a section of the International Register administered by a different signatory from the IETA (formerly the Engineering Technologists Mobility

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Forum), the applicant must hold a qualification or a combination of qualifications that the original registering signatory determines to be equivalent to a Sydney Accord qualification.

- In the case of a person applying for registration as a Professional Engineering Technician who is registered in a section of the International Register administered by a different signatory from the AJET, the applicant must hold a qualification or a combination of qualifications that the original registering signatory determines to be equivalent to a Dublin Accord qualification.

ECSA recognises competence of Professional Engineers in the category of Civil Engineering registered as Chartered Engineers with the Engineering Council United Kingdom (ECUK). Under the agreement, Chartered and Professional Engineers in the category of Civil Engineering may apply for a dual registration through the agreement. The application for professional registration via this route requires verification of Professional Registration with ECUK in the Category of Chartered Engineer or Higher by ECSA upon which the applicant must undergo a professional review by at least two VPMs in the same category and discipline to evaluate the applicant's knowledge of National Legislative and Regulatory framework relevant to their area of practice.


The Peer review further assesses the candidate's knowledge of the engineering profession's code of practice and ethics. A moderator, registered with ECSA in the same category and discipline as the applicant must ratify the process and make recommendations to Council for refusal/registration under the Mutual Agreement with ECUK. Upon registration under the Engineering Profession Act, 46 of 2000, registered persons holding dual registration with ECSA and ECUK must maintain their CPD and annual subscription fees.

5.8 Cancellation

In Terms of section 20 of the Engineering Profession Act, 46 of 2000, the Council may cancel the registration of a registered person on the following grounds:

- (a) If the registered person becomes disqualified from registration as contemplated in section 19(3) of the Act.

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- (b) If the registered person has been registered on information subsequently proved to be false.
- (c) If the registered person fails to pay the prescribed annual fee or portion thereof, within 60 days from becoming due or within such further period as the Council may allow, before or after expiry of the 60 days.

5.9 Renewal and re-registration


In terms of section 22 of the Engineering Profession Act, 46 of 2000, a registered person must, at least 3 months prior to the prescribed expiry date of registration, apply in the prescribed manner to the Council for renewal of registration, failing which registration will be cancelled.

The following will be considered for re-registration:

- (a) ECSA must consider the refusal notice stated under section 19(3b) of the Act in determining re-registration eligibility for cancellations on the grounds of disqualification or misconduct. Such an application may require a new submission, which would follow a normal application process upon which successful registration will be issued with a new registration number.
- (b) ECSA must consider applications cancelled on the grounds of annual fee default or CPD renewal as follows:
- A declaration that the applicant has no pending investigations of misconduct and has not used the title (Pr Eng, Pr Tech Eng, Pr Techni Eng, or Pr Cert Eng) to sign-off any engineering design work during the cancellation period.
 - Have paid all annual fees due and submitted the CPD required for renewal.
 - Have been engaged in engineering work during the cancellation period.
 - Should the cancellation period exceed 3 years, a recommendation from two referees must be submitted, and the applicant referred to an interview.

Should the above conditions be satisfied, the applicant may be re-registered following the moderator's recommendations in terms of section 22(3) of the Act and retain their original registration number.

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6. PLAGIARISM

Applicants for registration are required to submit their own work as a true reflection of their competencies and responsibilities and not those of someone else. If an applicant for registration is found to have submitted someone else's work and/or work that has previously been submitted to ECSA by another applicant, the applicant will be found to be in breach of this policy. Such an applicant may be disqualified from registration with the ECSA for a minimum of 3 years depending on the number of years training and experience required (refer to Schedule 4).

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REVISION HISTORY

Revision number	Revision date	Revision details	Revision number
Rev. 1.0	25 Nov 2010		Council
Rev. 1.1	17 March 2011	Editorial changes made after Council	Council
Rev. 1.2	11 Jan 2012	Change to Section 7.20.2	Council
Rev. 1.3	1 Aug 2012	Changes to Schedule 2, sections 4.6, 5.2 7.10, 7.11, 7.23 and 8.3	Council
Rev. 1.3	24 Nov 2012		Council
Rev. 1.4	11 July 2016	Changes to Schedule 1 and Section 5.5 Additions to cover Certificated Engineers and a re-write of Section 7	Council
Rev. 1.5	17 Nov 2016	Re-write of Policy for new Registration Assessment Model	Council
Rev. 1.5	24 Feb 2017	Re-write of Policy in line with new Registration Assessment Model	EXCO
Rev. 1.6	16 Mar 2017	Approved	Council
Rev. 1.6	2 May 2017	Minor Amendments to EA and PR	Working Group
Rev. 1.6	8 May 2017	Approved via round robin with minor amendments.	PDSGC
Rev. 1.6	18 May 2017	Approved	Council
Rev. 1.7	30 Jan 2018	Further amendments to EA and PR – Approved	PDSGC
Rev. 2	15 Mar 2018	Approval	Council
Rev. 3	24 Jan 2020	Alignment with the Policy & Standards Development Framework on ECSA Policies Recommendation for submission to the RPSC for approval	EL Nxumalo
Revision 3	09 June 2020	Round robin approval	RPSC Members

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Revision 3	18 June 2020	Final Approval	RPSC
Revision 3	20 Aug 2020	Ratification	Council
Rev 4 Draft A	Oct 2023	<p>The Policy has been revised to add the following sections.</p> <p>Applicants registered with signatories to international agreements on registration provide the requirement and competence to be demonstrated by applicants for registration in Professional Categories via Mutual Recognition Agreements.</p> <p>The experience and competence requirements by applicants for registration in International Categories. It provides requirements to apply for International Professional Registration Categories</p> <p>Requirement for Re-registration following cancellation due to annual fee default, CPD requirements, or voluntary registration suspension. The policy also makes provision on how ECSA must consider applications cancelled on the grounds of annual fee default or CPD renewal.</p> <p>Cancellation, Renewal, and Re-Registration this section articulates provisions under which the Council may cancel the registration of a registered person and provides the grounds for, in terms of section 20 of the Engineering Profession Act, 46 of 2000. It further makes provision for conditions to be satisfied for Renewal and re-registration.</p> <p>Provision for candidates with disability, Special provision may be considered for people with disability as determined by Council. This will be considered based on individual disability conditions, as a registered medical practitioner recommends.</p>	Working group

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		The number of Assessors to conduct the EA has been changed from four to three Assessors selected from the VPM pool.	
Rev 4 Draft B	17 Jan 2024	Document revised with WG and Registration BU	RI BU, Registration BU and WG
Rev 4 Draft C	30 Jan 2024	Reviewed and checked	Executive: RPSC
Rev 4	08 Feb 2024	Approval	RPSC

The Policy for:

Registration in Candidate and Professional Categories

Revision 4 dated 08 February 2024, and consisting of 36 pages has been reviewed for adequacy by the Business Unit Manager and is approved by the Executive: Research Policy and Standards (**RPS**).



Business Unit Manager

22/02/2024

Date



Executive: **RPS**

2024/02/22

Date

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

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