



# ENSURING THE EXPERTISE TO GROW SOUTH AFRICA


**Policy on Registration for Practitioners in Specified  
Categories**

**R-01-POL-SC**

**REVISION No. 4: 25 June 2024**

ENGINEERING COUNCIL OF SOUTH AFRICA  
Tel: 011 607 9500 | Fax: 011 622 9295  
Email: [engineer@ecsa.co.za](mailto:engineer@ecsa.co.za) | Website: [www.ecsa.co.za](http://www.ecsa.co.za)




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## DEFINITIONS

**Abeyance:** Temporary inactivity or suspension. See sections 6.6.19–6.6.20

**Accredited qualification:** A qualification awarded on successful completion of an accredited programme.

**Alternative Route:** Refers/applies 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. See Section 5.4.

**Assessor:** A professionally registered person, appointed and registered with the ECSA, who has knowledge of the appropriate scopes and who carries out the Experience Appraisal assessment.

**Benchmark Route:** The normal process to attain registration that consists of the completion of an accredited, recognised or evaluated substantial equivalent qualification and a well-structured and effectively executed programme of training and experience for the category of registration. See Section 5.4.

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


**Competency Standard:** Statement of competency required for a defined purpose.

**Continuing Professional Development:** The systematic, accountable maintenance, improvement and broadening of knowledge and skills, and the development of personal qualities necessary for the execution of work throughout an engineering practitioner's career.

**Engineering Discipline:** A generally recognised major subdivision of engineering such as the traditional *disciplines* of Chemical, Civil or Electrical Engineering or Mechanical Engineering.

**Experience Appraisal:** A documentary assessment of the applicant's evidence of competence. See section 5.65.

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**Generic Baseline Competency:** The competence for a specified category defined in terms of outcomes, including the expected level of performance that can be demonstrated in a range of occupational and/or managerial contexts.

**Initial Professional Development:** Systematic participation in the activities typical of Continuing Professional Development but carried out prior to registration.

**Integrated Performance:** Demonstration of competence via an activity requires several outcomes and specific requirements to be satisfactorily attained.

**Mentor:** A person registered with the ECSA as a specified category practitioner, for the appropriate scope, who guides the competence development of an applicant in an appropriate defined discipline. Possesses knowledge of the required Standards and OHS Act, 85 of 1993, Driven Machinery Regulation (DMR) 18 and in the scope of application.

**Moderator:** A professionally registered person, appointed and registered with the ECSA who has knowledge of the appropriate scope, who carries out the moderation of the Experience Appraisal and Professional Review assessments and possesses knowledge of the required Standards and OHS Act, 85 of 1993, DMR 18 for the scope the application.

**Plagiarism:** The act of taking someone else's work or idea and passing it off as one's own.


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

**Prescribed standards:** The Competency Standards (outcomes) for the category and the discipline-specific requirements (if any) that must be satisfied by an applicant for registration.

**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. See sections 6.6.11–6.6.14

**Refusal:** is when an application for registration as an SC Practitioner is refused. See section 5.67.

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**Reviewer:** A professionally registered person appointed by the ECSA, who is registered for the specific scope with the ECSA, who carries out the Professional Review assessment. Unless stipulated or defined, the reviewer should have knowledge of the applicable Standards and the OHS Act, 85 of 1993, DMR 18 and other applicable Standards, in the scope that the applicant is being reviewed. At least one reviewer should hold an ETPD Assessor and Moderator qualification for RPL reviews.

**Standard:** In the educational context, see Qualification Standards in documents **E-02-PN / E-02-PT / E-05-PT / E-06-PN/E / E-07-PN / E-08-PN / E-09-PGDip / E-09-PT/E-21-PN / E-22-P** and in the registration context, see document Competency Standard **R-02-STA-SC**.


**Specified Category:** A category created for registered persons other than Professional and Candidate Engineers, Certificated Engineers, Engineering Technologists and Engineering Technicians who have specific training and experience pertaining to a specialised field that must be regulated. It is a category of registration created for persons who must be registered through the Engineering Profession Act, 46 of 2000, or a combination of the Engineering Profession Act, 46 of 2000, and external legislation as having specific competencies related to an identified need to protect the safety, health and interest of the environment in relation to engineering activity.

**Subdiscipline:** A generally recognised practice area or major subdivision within an engineering discipline, for example, Lifting Machinery Inspectors within the defined scope/sub-categories in Mechanical Engineering.

**Substantial Equivalence:** Applied to educational programmes, it means that two programmes, while not meeting a single set of criteria, are both acceptable for preparing their respective graduates to gain training and experience towards registration.

**Supervisor:** A person who oversees and controls engineering work performed by an applicant.


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## ABBREVIATIONS

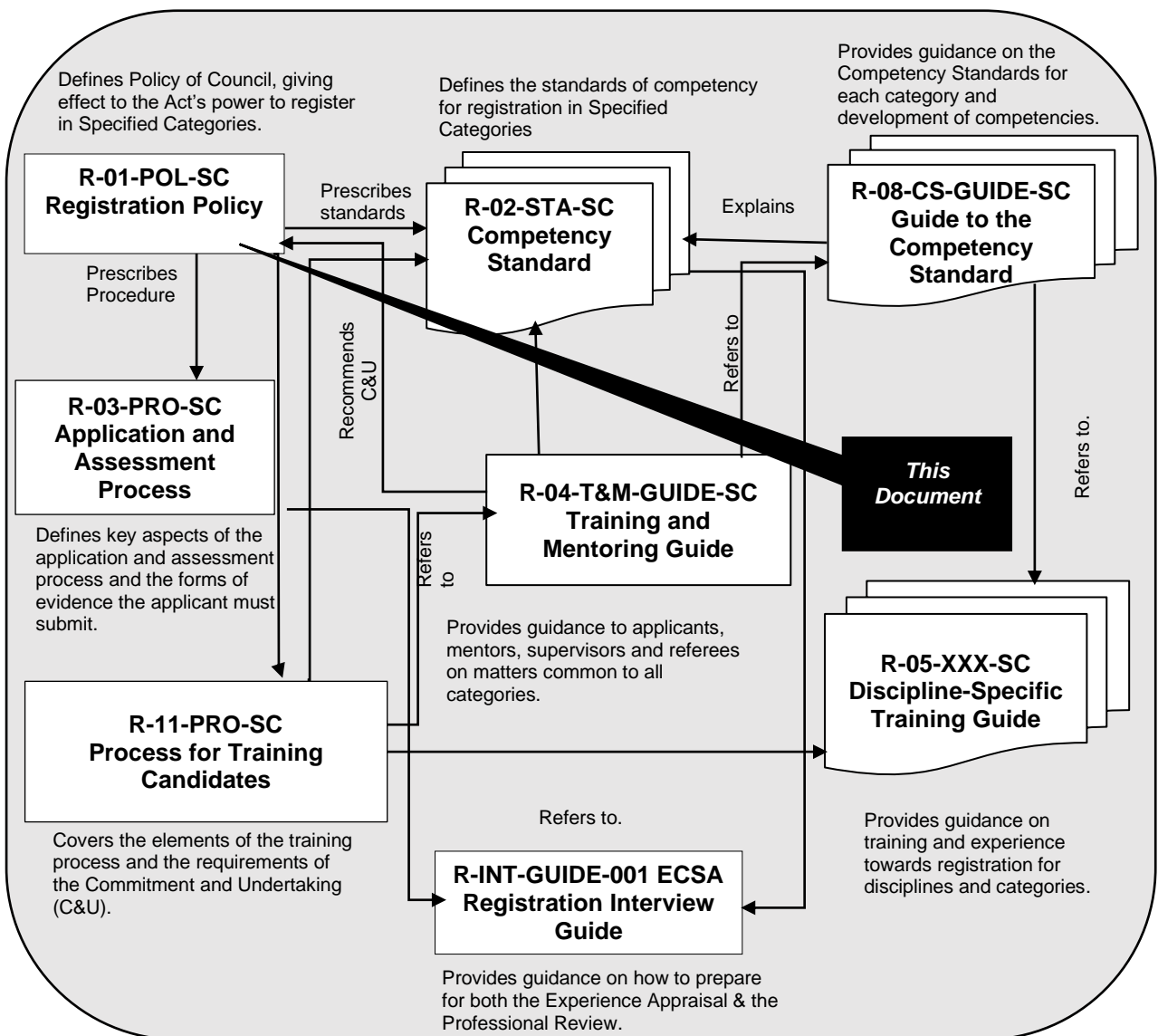
<b>C&amp;U</b>	Commitment and Undertaking
<b>CPD</b>	Continuing Professional Development
<b>CRC</b>	Central Registration Committee
<b>EA</b>	Experience Appraisal
<b>ECSA</b>	Engineering Council of South Africa
<b>GCC</b>	Government Certificate of Competency
<b>IPD</b>	Initial Professional Development
<b>NQF</b>	National Qualifications Framework
<b>PR</b>	Professional Review
<b>QEWG</b>	Qualification Evaluation Working Group
<b>RPS</b>	Research, Policy and Standards
<b>RPL</b>	Recognition of prior learning
<b>SC</b>	Specified Category
<b>VA</b>	Voluntary Association

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## BACKGROUND

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




**Figure 1: Documents defining the ECSA Registration System for Specified Categories**

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## 1. PURPOSE OF DOCUMENT

This document defines the policies set by the ECSA (the Council) that govern registration of practitioners in a Specified Category (SC) and the corresponding Candidate Category. This policy gives effect to provisions of the Engineering Profession Act, 46 of 2000, regarding the registration of the SC Practitioner and the SC Candidate.

This policy encompasses the following:


- An illustration that defines the documents comprising the ECSA system for registration in SCs.
- The purpose of the policy regarding registration in SCs.
- A definition of the educational requirements for registration as an SC Candidate and the means of satisfying these requirements.
- Determination of competence and subdiscipline-specific requirements to be demonstrated by applicants for registration as SC Practitioners.
- Council's policy on the practitioner development process, that is, training and experience towards practitioner registration.
- Council's policy on applications for registration in an SC.
- Council's policy on assessment of the competence of applicants in an SC.

These policies are supported by Competency Standards, competency guidelines, processes for assessment, training and mentoring guidelines, application guidelines, standard forms and information specific to particular work contexts. Relevant documents are referred to at various places in this policy.

## 2. POLICY STATEMENT

The Policy on Registration in Specified Categories governs registration in SCs and the Policy on Registration in Professional Categories governs registration in Professional Categories.

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### 3. APPLICABLE LEGISLATIVE FRAMEWORK

The Engineering Profession Act, 46 of 2000, Section 11 stipulates that subject to this Act, the Council may:

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

### 4. NATIONAL AND INTERNATIONAL COMPLIANCE

The ECSA SCs are not recognised internationally under the auspices of the International Engineering Alliance (IEA).

### 5. POLICY PROVISIONS


#### 5.1 Determination of educational requirements for registration in the Candidate Specified Category

Sections 18(1)(b) and 18(1)(c) of the Engineering Profession Act, 46 of 2000, provide for registration as a candidate in categories corresponding to the Professional Categories for the following SC Practitioners:

- Candidate Engineer
- Candidate Engineering Technologist
- Candidate Certificated Engineer
- Candidate Engineering Technician
- SC Candidate as prescribed by the Council.

A person intending to apply for registration in an SC may first apply for registration as a candidate in the category but is not obliged to do so. Persons who have met the educational

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requirements by the methods defined in Section 5.1.1(a)–(c) and who are undergoing training are strongly encouraged to register as candidates.

#### 5.1.1 Requirement for registration

The requirement for registration as an SC Candidate is stated in Section 19(2)(b) of the Act:

*19(2) The Council must register the applicant in the relevant category, and issue a registration certificate to the successful applicant in the prescribed form if, after consideration of the application, the Council is satisfied that the applicant ...*


*b) in the case of a person applying for registration as a candidate or a candidate in a specified category, has satisfied the relevant educational outcomes determined by the Council for this purpose, by –*

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

An applicant for registration as an SC Candidate must 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 and subdiscipline
- (b) Hold a qualification or combination of qualifications recognised under an international academic agreement relevant to the category and subdiscipline
- (c) Hold a qualification or combination of qualifications that have been determined by case-by-case evaluation to satisfy criteria for substantial equivalence to an accredited qualification for the category and subdiscipline through **one** of the following:
  - (i) The qualifications being awarded are in a jurisdiction or by a provider that has a record of quality, or a quality assurance system known to the ECSA.

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- (ii) Examination of detailed documentation on the qualifications reflecting substantial equivalence.
- (d) Presentation of a combination of evidence determined by Council for the SC indicates applicant's level of educational achievement against criteria as being equivalent to an accredited qualification relevant to the SC and subdiscipline. Evidence may include:
- qualifications or credits towards qualifications not already presented under (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; or
  - other evidence of prior learning presented for assessment.

The criteria for accredited programmes in case (a) are defined in document **E-03-CRI-P**. (Read with the relevant standards for the SC referenced in **E-03-CRI-P**). The standards for accredited qualifications are defined in **Schedule 1** below.

**Schedule 1: Engineering educational standard applicable to Specified Category Candidates and Practitioners**


<b>Category of Registration</b>	<b>Educational Standard Document</b>
SC Candidate	Document E-07-SC as the baseline.
SC Practitioner	Documents E-02-PE, E-02-PT, E-02-PN, E-06-PN, E-05-PT, E-08-PN, E-07-PN, E-21-PN and E-09-PT are also acceptable.  Alternatively, a completed apprenticeship in an acceptable trade (up to 4 years).

**5.1.2 SC: Specified Category**

The policy and procedures for accrediting qualifications are defined in documents **E-01-POL** to **E-22-PE**. Criteria, policies and procedures for considering applicants under cases (c) and (d) are defined in document **E-17-PRO-SC**.

Persons who do not meet the educational requirement for registration as a candidate under (a), (b) or (c) fall into case (d) and must be assessed based on the individual's specific evidence of competency. A qualification may be accredited, recognised or evaluated as partially satisfying the educational requirement. In such cases, applicants may make up

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deficits through further learning. In addition to evidence already presented, an applicant under (d) may be required to undergo assessment consisting of various forms, including examinations. If the applicant's qualifications and other evidence are evaluated as being equivalent to or higher than an accredited South African qualification, the applicant is eligible for registration as a candidate in the relevant SC.

A person is considered to have met the educational requirements at the time of completion of a qualification or qualifications that are accredited, recognised or evaluated as equivalent in terms of Section 5.1.1(a), (b), (c) and (d).

## **5.2 Determination of educational requirements for registration as a Specified Category Practitioner**

An applicant who is already registered as a candidate in an SC that corresponds to that applied for at SC Practitioner level is not required to satisfy further educational requirements under Section 19(2)(a)(ii) of the Act.

In the case of an applicant for registration as an SC Practitioner who is not registered as a candidate in the relevant SC at the time of the application or who 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 SC by one of the mechanisms defined in Section 5.1 of this document.

### **5.2.1 Applicants holding accredited, recognised or other qualifications**


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

Criteria and processes for assessing the educational achievement of applicants for registration are defined in sections 5.2.2 and in document **E-17-PRO-SC** for SC Candidate applicants.

### **5.2.2 Special provisions**

An applicant who seeks to meet the educational requirement by methods stated in Section 5.1.1(a), (b) or (c), and who provides evidence that he/she has been continuously in training or practice in the relevant SC for at least 10 years since graduation and whose claim is verified

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via a summary of training and experience may be evaluated against the educational standards for the category prevailing at the time that he/she 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 evidence of performance against a corresponding outcome at the required level, as specified in document **E-17-PRO-SC**.

An accredited, recognised or evaluated educational qualification must have a specifically defined knowledge profile applicable to the subdiscipline of the applicant's work experience.

During the registration process (Stage 2 – Competency Assessment), an applicant for registration may be required to demonstrate that he/she has a body of knowledge that is appropriate to that prescribed for the subdiscipline in which he/she practises.


Situations in which 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 as a Specified Category Practitioner**

Section 18(1)(a) and 18(1)(c) of the Engineering Profession Act, 46 of 2000, defines the categories of Professional and SC Practitioners in which ECSA may register persons:

- Professional Engineer
- Professional Engineering Technologist
- Professional Certificated Engineer
- Professional Engineering Technician
- SCs prescribed by the Council.

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The essential requirement for registration as an SC Candidate is stated in Section 19(2)(a) of the Act:


*19(2) The Council must register the applicant in the relevant category, and issue a registration certificate to the successful applicant in the prescribed form if, after consideration of the application, the Council is satisfied that the applicant –*

- (a) In the case of a person applying for registration as a professional **or a specified category practitioner** –*
- i. has demonstrated his or her competence as measured against standards determined by the Council for the relevant category of registration; and*
  - ii. has passed any additional examinations that may be determined by the Council*

This policy gives effect to the requirements of Section 19(2)(a)(i) of the Act by the following:

- (a) Determining the expected outcomes and level of performance for demonstrating competence for each SC Practitioner in the form of Competency Standards together with the subdiscipline-specific requirements listed in Schedule 2. Competency Standards are stated in the form of generic baseline competencies that all practitioners in the category must demonstrate, irrespective of discipline or speciality. Competence must be demonstrated within the practice area of the applicant.
- (b) Assessing the competence of an applicant for registration in an SC and particular subdiscipline based on evidence presented by the applicant according to defined procedures.
- (c) Determining the educational outcomes that must be satisfied by applicants for registration.

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**Schedule 2: Competency Standards applicable to specified categories**

<b>Specified Category Subdiscipline</b>	<b>Competency Standard</b>
Registered Lift Inspector	Policy Document <b>R-01-POL-SC</b> (this document) amplified by outcomes defined in Document <b>R-02-STA-SC</b> Subdiscipline-specific Training Requirements defined in document <b>R-05-LI-SC</b>
Registered Lifting Machinery Inspector	Policy Document <b>R-01-POL-SC</b> (this document) amplified by outcomes defined in Document <b>R-02-STA-SC</b> Subdiscipline-specific Training Requirements defined in document <b>R-05-LMI-SC</b>
Registered Medical Equipment Maintainer	Policy Document <b>R-01-POL-SC</b> (this document) amplified by outcomes defined in Document <b>R-02-STA-SC</b> Subdiscipline-specific Training Requirements defined in document <b>R-05-MEM-SC</b>
Registered Fire Protection Systems Practitioner and Fire Protection Systems Rational Design	Policy Document <b>R-01-POL-SC</b> (this document) amplified by outcomes defined in Document <b>R-02-STA-SC</b> Subdiscipline-specific Training Requirements defined in document <b>R-05-FPSP-SC</b>
Register Lifting Machinery Inspector RPL Special Category (Scope) Lifting Tackle Chain Blocks and Lever Hoists	Policy Document <b>R-01-POL-SC</b> (this document) amplified by outcomes defined in Document <b>R-02-STA-SC</b> Subdiscipline-specific Training Requirements defined in document <b>R-05-FPSP-SC</b>
Future Registered SC Practitioner	Policy Document <b>R-01-POL-SC</b> (this document) amplified by outcomes defined in Document <b>R-02-STA-SC</b> Subdiscipline-specific Training Requirements defined in document <b>R-05-XXX-SC</b>


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

Provision for future SC Practitioners may be established if the following criteria are fulfilled:

- (a) An SC may be established when there is an identified need to:
- (i) protect the public safety, health and interests;
  - (ii) protect the natural environment; or

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(iii) promote competent performance in specifically defined areas of engineering work.


(b) The justification for an SC may arise from the following:

- (i) An existing legislative requirement;
  - (ii) A need to ensure accountability among all practitioners in a specifically defined area of practice; or
  - (iii) A need identified for regulation of the work and behaviour of SC Practitioners in an industry in the absence of specific legislation.
- (c) The nature of functions performed by the SC Practitioners must have significant engineering content that is at minimum assessable at Level 5 of the 10-level National Qualifications Framework (NQF).
- (d) The principles of inclusivity as presented in the policy document on the Professions in the Built Environment are an important consideration. To this end, the functions of the practitioner in each SC must be defined in terms of assessable competencies, including subdiscipline-specific requirements and underpinning knowledge at the specifically defined level on the NQF 5 or an apparated trade in line with the scope. Mechanical / electrical engineering. Including RPL (refer to Schedule 3). Education and training providers can thereafter design programs to provide learning progression.
- (e) The need for **licensing (authorisation to practise)** of SC Practitioners through registration prescribed in terms of either external legislation or through the Engineering Profession Act, 46 of 2000, must not only be accepted by stakeholders of the industry but also be desirable, feasible and sustainable.
- (f) Pursuit of these principles by the ECSA will be guided by the needs expressed by the majority of stakeholders in the particular industry/sector and tempered by the principles expounded in this document.

#### 5.4 Development of the Specified Category Practitioner towards registration

The process of experience and training that brings an applicant to the level of competence required for registration is not prescribed by ECSA. The level of achievement, however, is defined in the Competency Standards. It is recognised that many routes to attaining this competency exist. Guidelines to employers, mentors and aspiring registrants are given in

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document **R-04-T&M-GUIDE-SC**. These guidelines together with an accredited qualification define a Benchmark Route to developing the competency required for registration. Irrespective of the route, all applicants proceeding to registration are assessed identically according to the Competency Standards and defined procedures.

The training guidelines in document **R-04-T&M-GUIDE-SC** may be supplemented by guidelines for particular subdisciplines of registration and work contexts. Examples of work contexts include subdisciplines, industry sectors, engineering management and academic staff at higher education institutions. Context-specific guidelines must be approved by the relevant discipline within the registration committee.

#### 5.4.1 Period of training


ECSA does not usually consider an application for registration unless the period of training and experience shown in Schedule 3 has been completed:

- (a) In the case of a person meeting the educational requirements under sections 5.1.1(a), (b) or (c), the required period begins no earlier than the date of meeting the qualifications requirement.
- (b) In the case of a person meeting the educational requirement by assessment in terms of Section 5.1.1(d), the educational requirement may be completed any time before applying for registration. However, the time period in terms of Schedule 3 commences when the last qualifying examination/qualification is attained.

#### **Schedule 3: Minimum duration of education, training and experience for various pathways towards registration**


<b>Pathway</b>	<b>Qualification</b>	<b>Post-qualification total training and experience in the Specific Discipline</b>	<b>Post-qualification experience (part of total) with responsibility as indicated</b>
(Alternative Route) RPL or Experience Route for registration for category 3–19 as per Appendix C of <b>R-05-LMI-SC</b> revision 3	No tertiary qualification	NQF 1 level: 20 years NQF 2 level: 15 years NQF 3 level: 10 years NQF 4 level: 5 years	2 years testing and inspection or commissioning. Level NQF 3&4 in procession of appropriate trade test.

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<b>Pathway</b>	<b>Qualification</b>	<b>Post-qualification total training and experience in the Specific Discipline</b>	<b>Post-qualification experience (part of total) with responsibility as indicated</b>
(Alternative Route) RPL or Experience Route for registration for category 1 as per appendix C of <b>R-05-LMI-SC</b> revision 3	No tertiary qualification	NQF 1 level: 1 year	1 Year inspection Lifting Tackle, proof of training and demonstrate competence during a review.
(Alternative Route) RPL or Experience Route for registration for category 2 as per appendix C of R-05-LMI-SC revision 3	No tertiary qualification	NQF 1 level: 2 years	2 Years inspection and performance testing, proof of training and demonstrate competence during a review.
Other Specific categories listed.	No tertiary qualification	NQF 1 level: 20 years NQF 2 level: 15 years NQF 3 level: 10 years NQF 4 level: 5 years	2 years testing and inspection or commissioning.
Future specific Categories	As defined by the registration committee	Policy Document <b>R-01-POL-SC</b> (this document) amplified by outcomes defined in Document <b>R02-STA-SC</b>  Subdiscipline-specific Training Requirements defined in document <b>R-05-XXX-SC</b>	Policy Document <b>R-01-POL-SC</b> (this document) amplified by outcomes defined in Document <b>R02-STA-SC</b>  Subdiscipline-specific Training Requirements defined in document <b>R-05-XXX-SC</b>
Benchmark Route	Higher Certificate in Engineering or equivalent (NQF 5) and Completed apprenticeship in an appropriate engineering trade, which includes the	NQF 5 level: 3 years	2 years inspection, testing, commissioning, handover, certification, etc.

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Pathway	Qualification	Post-qualification total training and experience in the Specific Discipline	Post-qualification experience (part of total) with responsibility as: indicated
	maintenance of the machine (up to 3 years)		
Engineering -Management Type Route	MEng (Professional) plus BEng Tech (Hons) or PGDip (Engineering), BSc (Eng), BEng, BTech, NDip, Advanced Certificate or equivalent in terms of Clause 2.4 but not eligible for ECSA registration in any of the Professional Categories	NQF 6 level: 3 years NQF 7 level: 3 years NQF 8 level: 3 years NQF 9 level: 3 years	2 years planning, organising, leading, implementing and controlling engineering activities, including design control and approval, budget compilation and control, quality, environmental, safety and society management, legal matters, skills development, report and instruction writing, meeting management, ethics, etc.
<b>Notes:</b>	<p>Training and experience must incorporate legal requirements stipulated in applicable laws, regulations and standards (as detailed in the Subdiscipline-specific Training Requirements (SDSTRs) document <b>R-05-XXX-SC</b>).</p> <p>Training and experience must incorporate practical requirements detailed by equipment manufacturers, codes of practice, etc. applicable to the specific field (as detailed in the SDSTRs document <b>R-05-XXX-SC</b>).</p> <p>Academic programmes referred to above must be accredited, recognised or evaluated as equivalent, with individual assessment where required.</p> <p>Equivalent refers to Equivalent Qualifications to the qualifications listed, for example, past and future qualifications developed by the education providers (QCTO, TVET) and accredited or recognised by the ECSA.</p>		

#### 5.4.2 Employer's Commitment and Undertaking and candidacy programmes

A Commitment and Undertaking (C&U) is an agreement entered into between an employer and the ECSA under which the employer commits to train candidates to the standard required

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for registration in an identified SC. A C&U may be entered into for one or more SCs. In entering a C&U, the employer signifies the intent to assume the following:

- (a) Structure and execute the training of candidates according to the competency statements, policies and guidelines laid down by the ECSA for the applicable SC.
- (b) Ensure adequate supervision of candidates by registered persons.
- (c) Register mentors with the ECSA and ensure adequate mentoring of candidates.
- (d) Provide regular guidance to the candidates through competent supervisors and mentors.

A candidacy programme is a framework for employers to plan and execute training towards registration in an SC. A candidacy programme is one means of implementing a C&U. A candidacy programme has the following components:

- (a) The candidate is employed in a candidacy programme by the employer who provides the training and experience. The programme objective is for the candidate to become registered with the ECSA in the appropriate category.
- (b) The Competency Standards generated by ECSA are used as workplace standards and define the 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 the workplace skills plan. In addition, context-specific training requirements generated by the sector as represented in ECSA's Subdiscipline-specific Training Requirements must be used. These must not conflict with the generic competencies but rather provide amplification in the particular work context.
- (c) If not already registered, the trainee should register in the appropriate Candidate Category with the ECSA as early as possible in the training period.
- (d) The employer must provide a supervisor who is internal to the company and a mentor who is preferably internal, but may be external, and who possesses the knowledge and experience in the scope of work the applicant is applying for and possess knowledge of the applicable Standards with inclusion of the OHS Act, 85 of 1993, DMR 18. While the supervisor and mentor may change from time to time, employers must continuity ensure supervision and mentoring have entered a binding contract.

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- (e) 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 continuously assessed by supervisors and mentors, using the training record for documentation.
- (f) When the candidate is considered ready for registration, he/she applies to the ECSA for registration. Evidence of competence as required by the ECSA must be provided together with the training record. ECSA performs the summative Assessment of Competence.
- (g) 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.

#### 5.4.3 Requirements for 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 an SC.
- **Section 18(3)** requires a person who practises in a consulting capacity to be registered in an appropriate category.
- **Section 18(4)** requires a person registered as a candidate to work under the supervision and control of a registered person.

**Section 26** of the Act empowers and requires ECSA to identify work that must be performed by the trainee or candidate and supervised or controlled by the registered persons who remain responsible for the work. When this identified work is promulgated, it may place further restriction on trainees who are not registered as candidates.

In such cases, the candidate or trainee who is not registered as a candidate in an SC must work under the direct supervision of a registered person within the scope that the candidate is applying for and have knowledge of the applicable Standards and the inclusion of the OHS Act, 85 of 1993, DMR 18, applicable to the scope of the candidate's application. Supervision may not be direct but the supervisor remains accountable for the work and behaviour of the candidate/trainee from a fully informed position. The supervisor normally guides and mentors the candidate's development. However, the candidate may be mentored by another registered

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person in the employer organisation who has knowledge and experience in the scope of work according to the candidate's application, including that they have entered a contract.

If employers do not have persons who are suitable 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. Such mentors cannot take responsibility for work performed by the trainee. Thus, the supervisor and the mentor, if different from the supervisor, must both be registered in an appropriate SC.

The training guide, document **R-04-T&M-GUIDE-SC**, together with document **R-11-PRO-SC**, gives guidance on ways of dealing with the stipulation that the candidate must demonstrate the ability to take responsibility but is not allowed to do so.

#### 5.4.4 Advanced academic programmes


Applicants who apply for registration as an SC Practitioner and who have completed higher education programmes beyond the level required for registration in the category may offer appropriate aspects of the advanced programme as part of the evidence of competence, provided the aspects of the offered programme demonstrate specific outcomes at the required level.

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

#### 5.4.5 Initial Professional Development activities prior to registration

Outcome 11 of the Competency Standards requires the applicant to demonstrate the ability to manage and undertake ongoing professional development. Applicants are therefore required to plan and undertake training activities during their candidacy. The activities undertaken during their training may be accredited or non-accredited. 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.

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#### 5.4.6 Training outside the Republic of South Africa

Applicants who received their practical training in engineering work abroad are considered according to the principles and requirements indicated in this Policy Statement.

#### 5.4.7 Obligations upon attaining registration

Once an applicant has become registered, the Act and ECSA's policy on renewal of registration impose several obligations on the person:

- (a) The ECSA Code of Conduct applies as would any ECSA-approved code of practice. This includes the requirement that the person must work within the limits of his/her competence.
- (b) The registered person is subject to CPD requirements. (See ECSA documents Amendment to Rules: Continuing Professional Development and Renewal of Registration).
- (c) 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 evidence of competence in the prescribed form. The applicant must provide his/her history of education, training and experience:

- (a) An application for registration as an SC Practitioner must contain evidence of own competence in the required form.
- (b) An applicant must make a declaration that:
  - (i) if registered, he/she is subject to the ECSA Code of Conduct;
  - (ii) he/she is subject to requirements to renew registration in terms of the ECSA Rules linked to CPD requirements; and
  - (iii) he/she is not subject to any of the conditions listed in Section 19(3) of the Act.

The process of applying for registration as an SC Candidate or as an SC Practitioner is detailed in document **R-03-PRO-SC**.

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A person who is registered as an SC Candidate may submit an application for registration as an SC Practitioner with due regard to the normal minimum period of training and experience listed in Schedule 3.

A person who is not registered as a candidate but who claims to meet the educational requirement by mechanisms (a) or (b) in Section 5.1.1 may apply for recognition of educational achievement within an application for registration in the category of SC Practitioner.

A person who is not registered as a candidate but who claims to meet the educational requirement by mechanisms (c) or (d) in Section 5.1.1 is required to apply for evaluation of educational achievement prior to submitting an application for registration as an SC Candidate.


A person who seeks SC Practitioner registration with the ECSA in terms of an International Register agreement must demonstrate in an interview that he/she is proficient at a level appropriate to practitioner practice and has knowledge of legislative and technical conditions applicable to his/her 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.

## **5.6 Policy and process for Assessment of Competence**

Each applicant must provide evidence of competence from his/her work irrespective of the development pathway followed towards registration. Failure to provide evidence or information may result in refusal of the application. This requirement is never waived except where International Agreements entered into by the ECSA provide for the recognition of competence, including educational achievement determined by another signatory.

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

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**Table 1: Summary of Authority and Functions (Informative)**


<b>Responsibility</b>	<b>Committee</b>
Evaluate Technology Qualifications	Qualifications Evaluation Working Group (QEWG)
Consider applications and recommend	Moderator
Approve registration of successful applicants	Moderator
Approve abeyance of an application	Moderator
Recommend refusal of registration as Specified Category Practitioner	Moderator
Recommend refusal of registration as Specified Category Candidate	
Review the appointment of Assessors/Reviewers/Moderators	Central Registration Committee
Refuse registration as a Specified Category Practitioner	Panel of Moderators
Refuse registration as a Specified Category Candidate	Administration
Consider appeals against registration decisions	Council

The relevant Assessors and Reviewers are designated as the persons responsible for assessing the competence of applicants for each subdiscipline within an SC. The assessments completed by the Assessors and Reviewers for an application for registration as an SC Practitioner must be moderated depending on the subdiscipline into which the educational qualification and work experience of the applicant principally fall.

The assessment process must satisfy Section 33 of the Constitution of the Republic of South Africa, namely, it must be lawful, reasonable and procedurally fair, and if registration is kept in abeyance or refused, written reasons must be given. The process must be transparent to applicants. Assessors/Reviewers/Moderators are expected to declare any conflict of interest and where such conflict exists, to recuse themselves from the process.

The members of each assessment pool are appointed peers in the relevant category, discipline and subdiscipline and are delegated the function of assessing the competence of applicants. These Assessors/Reviewers/Moderators appointed by Administration to the appropriate panel must fulfil the following:

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(a) Assessors must:

- (i) be registered with the ECSA in the appropriate category, discipline and subdiscipline
- (ii) have contextual knowledge in the area of the applicant's offered evidence
- (iii) have not been found guilty of misconduct as per the requirements of the Engineering Professions Act, 46 of 2000
- (iv) have attended and completed the ECSA prescribed/organised Assessor Training annually
- (v) be in good standing with ECSA.

(b) Reviewers must:


- (i) be registered with the ECSA in an appropriate category, discipline and subdiscipline
- (ii) have contextual knowledge in the area of the applicant's offered evidence
- (iii) have not been found guilty of misconduct as per the requirements of the Engineering Professions Act, 46 of 2000
- (iv) have attended and completed the ECSA prescribed/organised Reviewer Training annually
- (v) be in good standing with the ECSA

At least one reviewer should be found competent as a SAQA / ETDP as an Assessor and Moderation for Special categories Subdisciplines Competency Standard.

(c) Moderators must:

- (i) be registered with the ECSA in an appropriate category, discipline and subdiscipline.
- (ii) have contextual knowledge in the area of the applicant's offered evidence
- (iii) have not been found guilty of misconduct as per the requirements of the Engineering Professions Act, 46 of 2000
- (iv) have attended and completed the ECSA prescribed/organised moderator training annually
- (v) have conducted a minimum of 10 assessments
- (vi) have conducted 10 PRs
- (vii) be in good standing with the ECSA

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(viii) have knowledge of the required Standards and applicable ISO Standards in conjunction with the OHS Act, 85 of 1993, DMR 18.

#### 5.6.1 Screening of applications

Upon receipt of an application with supporting documents that include the referee reports, the application must be screened for administrative completeness by a designated staff member. The latest version of the **E-20-PN/PT/PE** lists of accredited engineering programmes must be used to confirm that the programme is accredited. After screening, *one* of the following actions is taken:

- (a) Refer the application for Experience Appraisal (EA) as defined in sections 5.6.8 to 5.6.10;
- (b) Request further information from the applicant; or
- (c) In cases where the applicant fails to provide the requested information, Administration may close the application.


#### 5.6.2 Process of Assessment of Competence

There is one process for the assessment of an applicant's competence for registering as an SC Practitioner.

The assessment process has two stages:

- **Stage 1:** The EA is a documentary assessment of the applicant's evidence of competence. The appraisal includes records of training and experience, an engineering report, records of IPD activities and the referee report to determine whether evidence presented indicates that the applicant has achieved the level of competence specified in the prescribed standard for the SC through evidence from work. Indications of competency from the EA stage must be confirmed at the Professional Review (PR).
- **Stage 2:** The PR 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.

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### 5.6.3 Process for conducting the Experience Appraisal and the Professional Review

#### Experience Appraisal

The EA must be conducted by no less than four Assessors selected from the Pool of Assessors, as defined in Section 5.6.3(a).


Each Assessor in the EA must rate the evidence provided by the applicant against the prescribed standard and subdiscipline-specific requirements for the category and formulate an integrated judgement of the competence of the applicant. Each Assessor must make a recommendation from the following:

- (a) The applicant has provided evidence indicative of competence against the prescribed standard and subdiscipline-specific requirements. An Assessor may identify issues relating to particular criteria to be confirmed or further assessed during the PR.
- (b) The applicant has not provided evidence indicative of competence against particular criteria in the prescribed standards and subdiscipline-specific requirements. An Assessor may indicate one the following:
  - (i) It is feasible for the applicant to take steps to obtain the outstanding evidence of competency within a period of 12 months.
  - (ii) Further information is required from the applicant, and this should be elicited through written communication and only where necessary via an interview.

Upon completion of the EA, the Panel of Moderators receives the original application and the EA reports and must determine the course of action from the following:

- (a) If three or more Assessors make the recommendation indicated in 5.6.3(a) and only one Assessor makes the recommendation indicated in 5.6.3(b), the Panel of Moderators must refer the application to proceed to the PR.
- (b) If more than one Assessor makes the recommendation indicated in 5.6.3(b), the Panel of Moderators must conduct *one* of the following:
  - (i) Keep the application in abeyance in terms of Section 5.6.6, stating the reasons for the abeyance.
  - (ii) Recommend that the application is refused, stating the reasons for the refusal.

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(iii) Direct that the applicant is interviewed to ascertain additional information while taking into account any Assessors' recommendations. After considering the interview report, the Panel of Moderators must determine the course of action from the following:

- Refer the application to proceed to the PR.
- Keep the application in abeyance in terms of Section 5.6.6, stating reasons for the abeyance.
- Recommend that the application is refused, stating reasons for the refusal.

#### 5.6.4 Professional Review

The PR must be conducted by no less than three Reviewers selected from the Pool of Reviewers, as defined in Section 5.6.1(b). In cases where Reviewers withdraw from the PR within three days of the scheduled review, the PR may still be conducted but by no less than two Reviewers.

#### Professional Reviewer reports


The professional Reviewers must submit individual reports and recommendations to the Panel of Moderators. The Panel of Moderators must consider the EA, the interview report (if an interview occurred) and the referee reports. The Reviewers may recommend *one* the following:

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

#### Panel of moderators

Upon completion of the PR, the Panel of Moderators receives the original application, the collated reports from the PR, together with the reports from the Reviewers and the Referees from Administration, and must determine as follows:

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- (a) In the case of an application under Section 5.6.4(a), the Panel of Moderators must make a decision to register an applicant who has demonstrated competence against the prescribed standards and subdiscipline-specific requirements.
- (b) If more than two Reviewers make the recommendation indicated in 5.6.4(b), the Panel of Moderators must:
- (i) recommend that the applicant is refused registration, stating the reasons for the refusal; or
  - (ii) refer the application back for consideration by the parties appropriate to the case through invoking Section 5.6.4(b)(ii) quoted on point 5.6.4.

The Panel of Moderators contemplating a decision under Section 5.6.4(b)(ii) may require an applicant to undertake additional assessments, which may include interviews and other processes that the ECSA determines.

#### 5.6.5 Experience Appraisal and Professional Review Moderation (Assessment Moderation)

The EA and the PR must be moderated by a Panel of Moderators:


- (a) For EA moderation – If the recommendation from the Panel of Assessors is Competence Indicated / Competence Not Indicated (CI/CNI), then at least two Moderators must confirm that the applicant has passed/failed the EA stage.
- (b) If the recommendation from the Panel of Assessors requires more information, then at least one Moderator must confirm the recommendation and post 'More Information should be Submitted'. If the recommendation from the Panel of Assessors is an additional EA Interview, this must be conducted, and the second Moderator must decide on the way forward for the application.

The Moderators must be selected from the Moderators Pool as defined in Section 5.6.5(c) for each SC and subdiscipline-specific application.

The Moderator must moderate all abeyances from the Experience Appraisals before replying to applicants.

The Panel of Moderators must moderate all recommendations refusing registration from the EAs and the PRs before communicating the final outcomes to the applicant. In addition, the

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Panel of Moderators must moderate all recommendations for either registration or refusal from the PRs before approving or refusing to approve registration.

#### 5.6.6 Abeyance


If an applicant for registration in a SC does not provide evidence of competence against part or parts of the prescribed standards and subdiscipline-specific requirements during the EA stage, the application will be considered a refusal.

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 5.6.6(h).
- (b) The applicant must submit the additional evidence within the stipulated 12 months.
- (c) No further fee is payable if the required evidence is submitted within the 12-month period.
- (d) 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.
- (e) An applicant may be granted a further 12-month period of abeyance through an application made prior to the expiry of the 12-month period stating the grounds for the extension.
- (f) An applicant submitting new evidence under abeyance will only be granted an additional 12 months of abeyance with no possibility of an extension. See Section 5.6.6(e).
- (g) An applicant may only benefit once by the concessions indicated in 5.6.6(e) and 5.6.6(f).
- (h) When an application for registration as an SC Practitioner is kept in abeyance, the Panel of Moderators must identify the competency outcomes and subdiscipline-specific requirements that have not been satisfied. Thereafter, a *deficiency statement* is formulated, that is, written reasons for the abeyance of the application in terms of the prescribed standards and subdiscipline-specific requirements applicable in the particular case.

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#### 5.6.7 Refusal

When an application for registration as an SC Practitioner is refused, the Panel of Moderators must identify the competency outcomes and subdiscipline-specific requirements that have not been satisfied. Thereafter, a *deficiency statement* is formulated, that is, written reasons for the refusal of the SC Practitioner registration in terms of the prescribed standards and subdiscipline-specific requirements applicable in the particular case.

When an application for registration in an SC has been refused, the applicant may submit a new application for registration as soon as evidence of competence against all identified deficient outcomes and requirements are available.

When an application has been refused, the applicant may be granted an advisory interview upon his/her request, or the applicant can appeal the refusal.

#### 5.6.8 Registration

The Date of Registration is the date on which Council, through the Panel of Moderators with delegated power to register for the category, registers the applicant. This date appears on the original registration certificate and any replacement certificates

## 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 been previously submitted to ECSA by another applicant, the applicant will be found to be in breach of this policy and may be disqualified from registration with the ECSA for a minimum of 3 years.

## 7. 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. If the registered person has been registered on information subsequently proved to be false.

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(b) 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.

## 8. 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:

1. 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.
2. 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 (REG LMI or reverent title) to sign-off any inspection or test work during the cancellation period.
  - Has paid all annual fees due and submitted the CPD required for renewal.
  - Has 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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## REVISION HISTORY

Revision Number	Revision Date	Revision Details	Approved By
Concept A	18 Aug 2014	Original document developed from R-01-P and the Policy on Specified Categories of the CRC Rev. 7	Erasmus (JIC)
Concept B	8 Sept 2014	Editing by Messrs van Niekerk and Erasmus	Erasmus (JIC)
Concept C	1 Oct 2014	Editing by Dr Lawless w.r.t. Professional Review versus interviews and QCTO matters	Erasmus (JIC)
Concept D	1 Jan 2015	Editing by Dr Stidworthy and Mr Erasmus (Figure 1 and Schedule 1 w.r.t. transfer of discipline-s specific criteria from E-07-SC to R-05-XXX-SC)	Erasmus (JIC)
Concept E	20 Mar 2015	Editing due to Specified Category Policy Rev. 7 on ECSA website not being the most recent version approved by the CRC. "Registration Committee" replaced with "Assessing Committee" where applicable.	Erasmus (JIC)
Concept F	15 Apr 2015	Version designation revised from "Rev" to "Concept". Watermark added. Figure 1 amended to replace R-04-P with R-04-SC. E-07-SC replaced with E-07-PN. Schedule 7 updated. Clauses 6.22, 7.2 and 7.5.2 corrected. Schedules 8 and 9 updated. Definition for Team Leader added. Abbreviations for CSC and RSC added.	Erasmus (JIC)
Concept G	5 June 2015	Providing for a higher-level Specified Category called Engineering Management. Incorporating editing of Dr Stidworthy and Mr van Niekerk.	CRC Working Group
Concept H	5 June 2015	Logical improvements recommended by the Working Group implemented. Schedule 7 revised entirely.	Working Group (WG)

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Revision Number	Revision Date	Revision Details	Approved By
		Concept of subdiscipline added.	
Concept J	9 July 2015	Changes to Figure 1 to include Commitment and Undertaking (C&U).	Working Group (WG) draft for submission to the CRC
Concept K	7 Sept 2015	Amended and approved by Working Group. Change "Subdiscipline-Specific Training Guide" to "Subdiscipline-Specific Training Requirements" and minor editing.	Working Group (WG) draft for submission to the CRC, and SC Committees. Approved by JIC
Concept L	15 Dec 2015	Corrections to R-01-P incorporated in this revision.	Informal JIC WG to revise R-01-P
Rev. 1	24 Mar 2015	No amendments.	Approved by Council
Rev. 1.6	24 Aug 2017	Revised to align with R-01-P, incorporating revisions to the registration process and inclusion of Reviewers and Moderators.	Revised by Working Group (WG)
Rev. 2	30 Jan 2018	Further amendments regarding Experience Appraisals and Professional Reviews as per R-01-P.	PDSGC
Rev. 2	15 Mar 2018	Approval	Council
Rev. 3	23 Mar 2020	Alignment with the Policy and Standards Framework on ECSA Policies and addition of Plagiarism Recommendation for submission to the RPSC for approval.	EL Nxumalo
Rev. 3	09 June 2020	Round robin Approval	RPSC Members
Rev. 3	18 June 2020	Final Approval	RPSC
Rev. 3	20 August 2020	Ratification	Council
Rev. 4 Draft A	26 May 2024	Added is the scope of knowledge and understanding that the Mentor and reviewer should have of the required Standards and OHS Act, 85 of 1993, DMR 18 and the scope of application. RPL review should have at least one reviewer holding an ETPD Assessor and Moderator qualification. At least one reviewer should be found competent as a SAQA ETDP Assessor and Moderation for Special Categories	Working Group Members

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Revision Number	Revision Date	Revision Details	Approved By
		Sub-disciplines Competency Standard. A new section that covers Cancellation, Renewal, and Re-registration has been added.	
Rev. 4 Draft B	03 June 2024	Document reviewed with WG and RIDR BU	RIDR BU and WG
Rev. 4 Draft C	05 June 2024	Document sent to Registration BU for inputs and comments	Registration BU
Rev. 4 Draft D	11 June 2024	Reviewed and checked	Executive: RSIR
Rev. 4	25 June 2024	Approval	RPSC

Registration Policy for:

Practitioners in Specified Categories

Revision 4 dated 25 June 2024 and consisting of 37 pages was reviewed for adequacy by the Business Unit Manager and is approved by the Executive: Regulatory Services & International Relations (ERSIR).



Business Unit Manager

16 July 2024

Date



Executive: RSIR

2024/07/16

Date

This definitive version of the policy is available on our website

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