



ENSURING THE EXPERTISE TO GROW SOUTH AFRICA

**Processing of Applications for Registration as a
Specified Category Candidate and as a Specified Category
Practitioner**

R-03-PRO-SC

REVISION No. 3: 09 February 2022

ENGINEERING COUNCIL OF SOUTH AFRICA
Tel: 011 607 9500 | Fax: 011 622 9295
Email: engineer@ecsa.co.za | Website: www.ecsa.co.za





Document No.: R-03-PRO-SC	Revision No.: 3	Effective Date: 09/02/2022	
Subject: Processing of Applications for Registration as a Specified Category Candidate and as a Specified Category Practitioner			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 09/02/2026	Page 2 of 47

TABLE OF CONTENTS

LIST OF TABLES.....	3
DEFINITIONS	4
ABBREVIATIONS	7
DOCUMENT CUSTODIAN	8
BACKGROUND	8
1. PURPOSE OF THIS DOCUMENT	9
2. CHANGES INTRODUCED IN THIS DOCUMENT	9
3. PROCESS OUTLINE	12
3.1 Core process for Candidacy and Professional Registration.....	12
3.1.1 Experience Appraisal.....	14
3.1.2 Professional Interview.....	14
3.2 Specified Category Practitioner applicants – Alternative Route	15
4. EVIDENCE AND ASSESSMENT FOR REGISTRATION AS A SPECIFIED CATEGORY CANDIDATE OR A SPECIFIED CATEGORY PRACTITIONER	16
4.1 General requirement	16
4.2 Information and evidence of competency to be provided.....	16
4.3 Training and Experience Summary (Appendix C).....	16
4.4 Training and Experience Reports	18
4.5 Engineering Report (See Appendix G)	20
4.6 Referee Report (See Appendix F)	21
4.7 Academic Record and IPD Reports (Appendices H and I respectively)	22
4.8 Sub Discipline Specific Requirements Report (Form R-05-SDSRR-Nnn)	22
REVISION HISTORY	24
APPENDIX A: What Changes with the Introduction of Competency Standards?.....	26
APPENDIX B: Sources of evidence against outcomes.....	32
APPENDIX C: Training and Experience Summary – Form R-03-TES-SC	34
APPENDIX D: Training and Experience Report – Form R-03-TER-SC	35
APPENDIX E: Training and Experience Outline – Form R-03-TEO-SC.....	36
APPENDIX F: Training and Experience Outline – Form R-03-TEO-SC.....	37

CONTROLLED DISCLOSURE

When downloaded for the ECSA Document Management System, this document is uncontrolled and the responsibility rests with the user to ensure that it is in line with the authorised version on the database. If the 'original' stamp in red does not appear on each page, this document is uncontrolled.

Document No.: R-03-PRO-SC	Revision No.: 3	Effective Date: 09/02/2022	
Subject: Processing of Applications for Registration as a Specified Category Candidate and as a Specified Category Practitioner			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 09/02/2026	Page 3 of 47


Referee Report – Form R-03-REF-SC	38
APPENDIX G: Engineering Report.....	41
APPENDIX I: Initial Professional Development Report – Form R-03-IPD-SC	47

LIST OF TABLES

Table 1: Changes introduced by 2015/16 policy, standards and procedures	10
Table 2: Forms and Documents	15
Table 3: Nature of Engineering Work and Degrees of Responsibility	17
Table 4: Information to be provided in the TERs and TEOs	19

CONTROLLED DISCLOSURE

When downloaded for the ECSA Document Management System, this document is uncontrolled and the responsibility rests with the user to ensure that it is in line with the authorised version on the database. If the 'original' stamp in red does not appear on each page, this document is uncontrolled.

Document No.: R-03-PRO-SC	Revision No.: 3	Effective Date: 09/02/2022	
Subject: Processing of Applications for Registration as a Specified Category Candidate and as a Specified Category Practitioner			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 09/02/2026	Page 4 of 47

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 6.4.

Assessor: A professionally registered person 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 6.4.

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.

Experience Appraisal: A documentary assessment of the applicant's evidence of competence. See sections 6.6.8–6.6.10.

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.

CONTROLLED DISCLOSURE

When downloaded for the ECSA Document Management System, this document is uncontrolled and the responsibility rests with the user to ensure that it is in line with the authorised version on the database. If the 'original' stamp in red does not appear on each page, this document is uncontrolled.

Document No.: R-03-PRO-SC	Revision No.: 3	Effective Date: 09/02/2022	
Subject: Processing of Applications for Registration as a Specified Category Candidate and as a Specified Category Practitioner			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 09/02/2026	Page 5 of 47

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 as a specified category practitioner who guides the competence development of an applicant in an appropriate discipline.

Moderator: A professionally registered person who carries out the moderation of the Experience Appraisal and Professional Review assessments.

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: 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: When an application for registration as an SC Practitioner is refused. See sections 6.6.21– 6.6.22.


Reviewer: A professionally registered person who carries out the Professional Review assessment.

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-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

CONTROLLED DISCLOSURE

When downloaded for the ECSA Document Management System, this document is uncontrolled and the responsibility rests with the user to ensure that it is in line with the authorised version on the database. If the 'original' stamp in red does not appear on each page, this document is uncontrolled.

Document No.: R-03-PRO-SC	Revision No.: 3	Effective Date: 09/02/2022	
Subject: Processing of Applications for Registration as a Specified Category Candidate and as a Specified Category Practitioner			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 09/02/2026	Page 6 of 47

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 Mechanical Engineering.

Substantial Equivalence: Applied to educational programmes and meaning 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.

CONTROLLED DISCLOSURE

When downloaded for the ECSA Document Management System, this document is uncontrolled and the responsibility rests with the user to ensure that it is in line with the authorised version on the database. If the 'original' stamp in red does not appear on each page, this document is uncontrolled.


Document No.: R-03-PRO-SC	Revision No.: 3	Effective Date: 09/02/2022	
Subject: Processing of Applications for Registration as a Specified Category Candidate and as a Specified Category Practitioner			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 09/02/2026	Page 7 of 47

ABBREVIATIONS

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

CONTROLLED DISCLOSURE

When downloaded for the ECSA Document Management System, this document is uncontrolled and the responsibility rests with the user to ensure that it is in line with the authorised version on the database. If the 'original' stamp in red does not appear on each page, this document is uncontrolled.

Document No.: R-03-PRO-SC	Revision No.: 3	Effective Date: 09/02/2022	
Subject: Processing of Applications for Registration as a Specified Category Candidate and as a Specified Category Practitioner			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 09/02/2026	Page 8 of 47

DOCUMENT CUSTODIAN

The custodian of this document is the Research Policy and Standards Division. The Regulatory Functions Division is responsible for its implementation.

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.

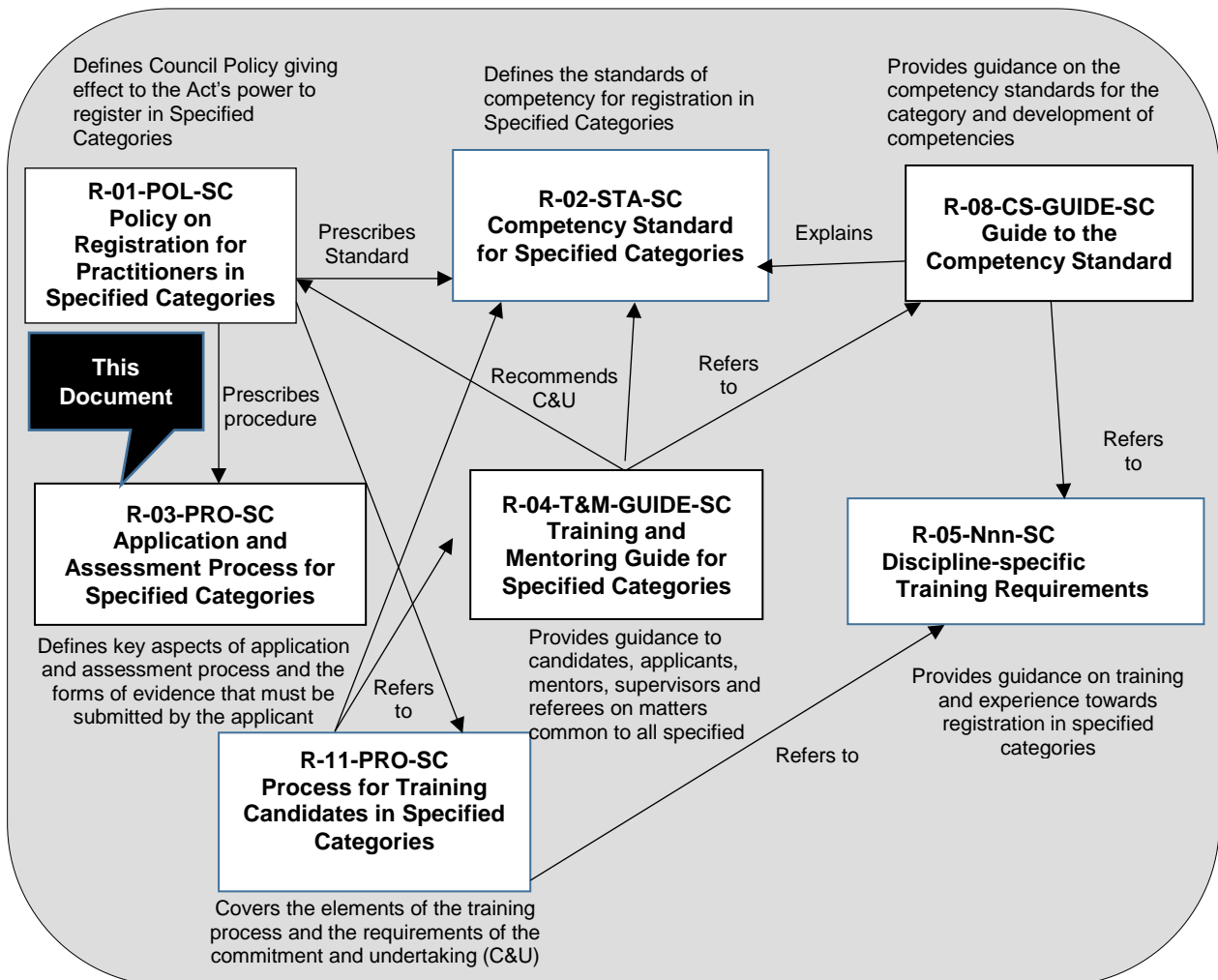



Figure 1: Documents defining the ECSA Registration System

CONTROLLED DISCLOSURE

When downloaded for the ECSA Document Management System, this document is uncontrolled and the responsibility rests with the user to ensure that it is in line with the authorised version on the database. If the 'original' stamp in red does not appear on each page, this document is uncontrolled.

Document No.: R-03-PRO-SC	Revision No.: 3	Effective Date: 09/02/2022	
Subject: Processing of Applications for Registration as a Specified Category Candidate and as a Specified Category Practitioner			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 09/02/2026	Page 9 of 47

1. PURPOSE OF THIS DOCUMENT

This document defines the processes used by the ECSA to receive, process and make decisions on applications for registration as a Specified Category Candidate and as a Specified Category Practitioner.

These processes are carried out under the authority of the Engineering Profession Act, 46 of 2000 and registration policies defined in document **R-01-POL-SC**. This document supports the management of the registration process and assessment of applicants against the competency standard **R-02-STA-SC**. Section 3 of this document provides a high-level definition of the registration process resulting from the implementation of the policy defined in document **R-01-POL-SC**.

2. CHANGES INTRODUCED IN THIS DOCUMENT

The processes defined in ECSA Specified Category Competency Standards (**R-02-STA-SC**) and the Registration Policy (**R-01-POL-SC**) and Education Evaluation policy (**E-17-PRO-SC**), bring about a number of changes to the registration system that provide greater clarity and effect improvements to the application and assessment process. The main changes are summarised in **Table 1**. In summary:

- (a) It is not the intention to change the standard required for registration but to better define it in terms of the outcomes produced and the required level rather than specifying that the training must be such as to develop competence. See **Appendix A** for a comparison between the specification of R2/1Nnn (where Nnn is the designation for the particular specified category, e.g. F for Lift Inspectors) and the Competency Standard **R-02-STA-SC**.
- (b) The forms of evidence of competence have been made uniform across the sub-disciplines and provide evidence against all the outcomes. See **Appendix B** for the role of each form of evidence in relation to individual outcomes.
- (c) The assessment process is uniform across the sub-disciplines.

CONTROLLED DISCLOSURE

When downloaded for the ECSA Document Management System, this document is uncontrolled and the responsibility rests with the user to ensure that it is in line with the authorised version on the database. If the 'original' stamp in red does not appear on each page, this document is uncontrolled.



Document No.: R-03-PRO-SC	Revision No.: 3	Effective Date: 09/02/2022	
Subject: Processing of Applications for Registration as a Specified Category Candidate and as a Specified Category Practitioner			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 09/02/2026	Page 10 of 47

Table 1: Changes introduced by 2015/16 policy, standards and procedures

Aspect	Prior to this policy	Under this policy
Registration Policy	Embedded in Policy R2/1Nnn: Acceptable Work for Registration as Nnn Specified Category does not consider other classes of applicants explicitly.	<ul style="list-style-type: none"> Single, integrated policy R-01-POL-SC, defining registration and education policy, linking with standard (R-02-STA-SC) and processes (this document), applies to all applicants.
Educational Requirements Policy	Accredited or recognised qualification or prior evaluation of qualifications as meeting educational requirements.	<ul style="list-style-type: none"> No change to accredited or recognized qualifications. Accelerated evaluation of listed qualifications. Evaluation criteria defined in document E-17-PRO-SC for qualifications and assessed learning.
Standard of Competency for Registration	Registration requirements for Nnn Specified Categories, in R2/1Nnn	<ul style="list-style-type: none"> Competency Standard for registration as a Specified Category Practitioner in document R-02-STA-SC. Eleven outcomes with definitions for the level of problem solving and engineering activities. Professional Attributes (Outcomes) and Level Descriptors included in the standard.
Seeking registration without normal qualification	<p>The Specified Category Alternate Route allowed experience of a defined standard and duration to be accepted in lieu of academic qualifications.</p> <p>Development assessed on educational outcomes-based claim to competency submitted by the Applicant.</p>	<ul style="list-style-type: none"> Criterion-based method of meeting education requirements by evaluation and assessment defined in E-17-PRO-SC. When educational requirements are complete, can apply for registration in normal way. No additional time limits. Identified methods of further learning and assessment.
Evidence of Training/ Competency	<p>For all sub-disciplines:</p> <ul style="list-style-type: none"> Training and Experience Summary Training and Experience Reports Major Task Engineering Report Referee Reports Sub-discipline Specific Development Report IPD Report Discretionary interview in individual cases 	<p>Uniform requirements across sub-disciplines:</p> <ul style="list-style-type: none"> Training and Experience Summary (TES) Training and Experience Reports (TER) Training and Experience Outlines (TEO)a. Engineering Report (ER)b Referee Reports (RR) Sub-discipline Specific Requirement Report (SDSRR) Pre-registration CPD-type activity – IPD Discretionary interview in individual cases

CONTROLLED DISCLOSURE

When downloaded for the ECSA Document Management System, this document is uncontrolled and the responsibility rests with the user to ensure that it is in line with the authorised version on the database. If the 'original' stamp in red does not appear on each page, this document is uncontrolled.

Document No.: R-03-PRO-SC	Revision No.: 3	Effective Date: 09/02/2022	
Subject: Processing of Applications for Registration as a Specified Category Candidate and as a Specified Category Practitioner			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 09/02/2026	Page 11 of 47

Aspect	Prior to this policy	Under this policy
Assessment of Competency	Done against Outcomes and Criteria applying evidence submitted mainly in the Major Task Engineering Report, Discipline Specific Development Report and IPD Report, supplemented by the Experience Reports and Referee Reports. Interviews if necessary.	<ul style="list-style-type: none"> Policy (R-01-POL-SC) defines main stages and permitted decisions in the assessment process. Experience Appraisal sanctioned by Council. Sub-discipline Specific requirements in R-05-Nnn-SC. Common assessment instruments addressing the outcomes and an integrative judgement, providing consistent trails through all stages.
Decision Making	Delegation of decision to register or defer to the Registration Committee (RC), or reserve refusal to Central Registration Committee	<ul style="list-style-type: none"> Delegation to Panel of Moderators to register or refuse registration. Delegation to keep application in abeyance for a period of 12 months.
Application	Manual, paper-based	Manual / On-line (Transitional paper-based).
Process Definition	Embedded in part in other documents	<ul style="list-style-type: none"> High level process definition (this document). Future detailed IT system specification.
Training and Mentoring Guidelines		Layered set of guidelines: <ul style="list-style-type: none"> Training and mentoring (all sub-disciplines) (R-04-T&M-GUIDE-SC) with defined responsibility levels. Guide to competency standards for Registration in a Specified Category (R-08-CS-GUIDE-SC). Sub-discipline-specific Training Guide (R-05-Nnnn-SC).


Notes:

- Defined short form of TER, with clear rules when a TEO may be substituted by an experienced applicant.
- Replaces Major Task Report, emphasis on demonstrating the applicant's engineering ability.

For the on-line and paper-based system, an applicant for Specified Category Practitioner (SCP) then enters the Training and Experience Summary (TES) (**Appendix C**) information on-line or on paper. A simple check on the number of weeks at different levels is used to detect premature applicants. Applicants who are warned of the premature nature of their applications

CONTROLLED DISCLOSURE

When downloaded for the ECSA Document Management System, this document is uncontrolled and the responsibility rests with the user to ensure that it is in line with the authorised version on the database. If the 'original' stamp in red does not appear on each page, this document is uncontrolled.

Document No.: R-03-PRO-SC	Revision No.: 3	Effective Date: 09/02/2022	
Subject: Processing of Applications for Registration as a Specified Category Candidate and as a Specified Category Practitioner			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 09/02/2026	Page 12 of 47

may re-enter when further information on further experience is available. For each period shown in the TES, applicants must supply a Training and Experience Report (TER) in the format shown in **Appendix D (or Appendix E if applicable)**.

3. PROCESS OUTLINE

The processes defined below are designed to manage the various cases that may arise on the route to registration. These processes consider that applicants for practitioner registration do not necessarily register in a candidate category and that the educational requirement may be satisfied by several mechanisms, including educational evaluation.

The registration process is divided into two main sections:


- A secure system for entering the necessary data and uploading documents as required.
- The core assessment process that encompasses the Experience Appraisal, Professional Interview, Panel of Moderators and Administrative finalisation.

3.1 Core process for Candidacy and Professional Registration

The process in the figure below gives effect to the Registration Policy in document **R-01-POL-SC**. The assessors for the Experience Appraisal are selected, and the appraisal starts. A provisional selection of reviewers and a date for the Professional Interview are established (to be confirmed or cancelled later). This takes into account the timelines as stipulated in the acknowledgement letter

CONTROLLED DISCLOSURE

When downloaded for the ECSA Document Management System, this document is uncontrolled and the responsibility rests with the user to ensure that it is in line with the authorised version on the database. If the 'original' stamp in red does not appear on each page, this document is uncontrolled.

Document No.: R-03-PRO-SC	Revision No.: 2	Effective Date: 09/02/2022	
Subject: Processing of Applications for Registration as a Specified Category Candidate and as a Specified Category Practitioner			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 09/02/2026	Page 13 of 47

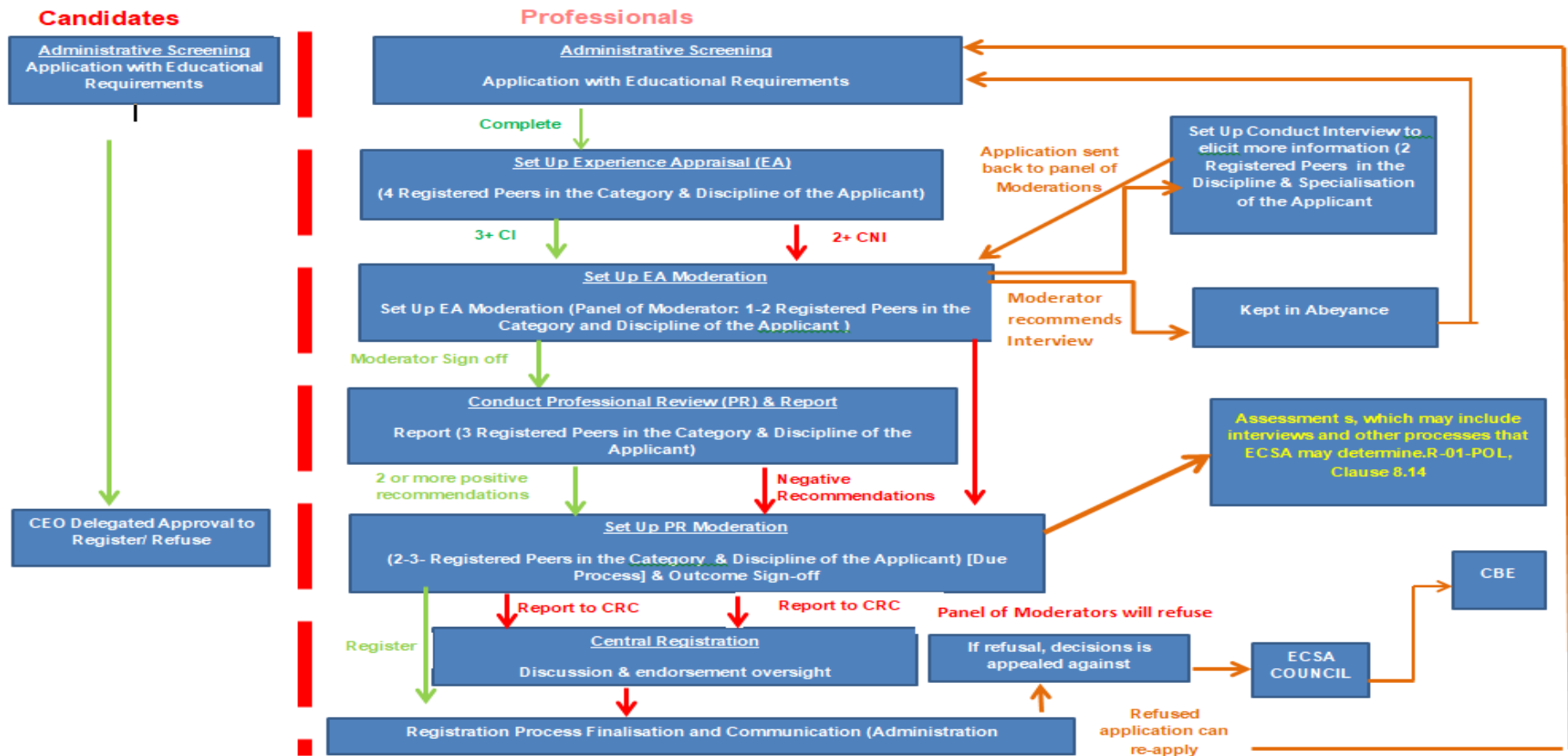



Figure 2: Process flow-diagram of Registration

CONTROLLED DISCLOSURE

When downloaded for the ECOSA Document Management System, this document is uncontrolled and the responsibility rests with the user to ensure that it is in line with the authorised version on the database. If the 'original' stamp in red does not appear on each page, this document is uncontrolled.

QM-TEM-001 Rev 0 – ECOSA Policy/Procedure

Document No.: R-03-PRO-SC	Revision No.: 3	Effective Date: 09/02/2022	
Subject: Processing of Applications for Registration as a Specified Category Candidate and as a Specified Category Practitioner			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 09/02/2026	Page 14 of 47

The process flow is in accordance with the policy presented in document **R-01-POL-SC** which includes the following main elements:

3.1.1 Experience Appraisal

- An assessment of the applicant's competence using the submitted documentation.
- If competence is indicated, proceed to Professional interview.
- If competence is not indicated, refer to the Panel of Moderators.
- If the Experience Appraisal is not indicative of competence, the Panel of Moderators must adopt one of the following measures:
 - Recommend that the applicant be interviewed by the reviewers to elicit further information.
 - Request additional information to be submitted, giving the applicant the opportunity to gain experience and fulfil outstanding competency requirements for a minimum period of 12 months.
 - Determine if the Professional Interview should take place.

3.1.2 Professional Interview

- If competence is confirmed, recommend registration to Panel of Moderators.
- If competence is not confirmed, recommend refusal of registration to Panel of Moderators.
- If competence is not confirmed, recommend abeyance to Panel of Moderators
- Consideration of reports by the Panel of Moderators with the following possible outcomes:
 - Register applicant.
 - Refuse applicant.
 - Keep application on abeyance for 12 months

CONTROLLED DISCLOSURE

When downloaded for the ECSA Document Management System, this document is uncontrolled and the responsibility rests with the user to ensure that it is in line with the authorised version on the database. If the 'original' stamp in red does not appear on each page, this document is uncontrolled.


Document No.: R-03-PRO-SC	Revision No.: 3	Effective Date: 09/02/2022	
Subject: Processing of Applications for Registration as a Specified Category Candidate and as a Specified Category Practitioner			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 09/02/2026	Page 15 of 47

Table 2: Forms and Documents


Ref	Appen	Components of Application	For Registration As	
			Specified Category Candidate	Specified Category Practitioner
N/A	N/A	Paper-based application form or On-line application forms	X	X
N/A	N/A	Declaration signed by applicant and Commissioner of Oaths (Part of the Application Form)	X	X
N/A	N/A	Proof of Identity (SA ID book or passport)	X	X
TES	C	Summary of TERs		X
TER	D	TERs (generally more than one). Individual reports to be signed by supervisor. TEOs may be used where permitted. (Evidence of responsibility.)		X
TEO	E	TEO for applicants with at least 10 years of experience after ERC		X
ER	G	Engineering Report. (Evidence of competency.)		X
AR	H	Academic Record/transcript (list of subjects and grades).		X
IPD	I	Record of IPD (pre-registration CPD).		X
SDS RR	Refer R-05- Nnnn- SC	Sub Discipline Specific Requirement Report providing specific evidence of meeting Nnnn requirements.		X
		Proof of Voluntary Association (VA) membership (Optional).	X	X
		Qualification certificates (if not already submitted).	X	X
REF	F	Referee report, signed by referees (3 or more).		X

3.2 Specified Category Practitioner applicants – Alternative Route

An interim arrangement for applicants not meeting the educational requirements (ERI – Educational Requirements Incomplete) will be applicable until ECSA examinations can be

CONTROLLED DISCLOSURE

When downloaded for the ECSA Document Management System, this document is uncontrolled and the responsibility rests with the user to ensure that it is in line with the authorised version on the database. If the 'original' stamp in red does not appear on each page, this document is uncontrolled.

Document No.: R-03-PRO-SC	Revision No.: 3	Effective Date: 09/02/2022	
Subject: Processing of Applications for Registration as a Specified Category Candidate and as a Specified Category Practitioner			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 09/02/2026	Page 16 of 47

offered. In addition to assessing the evidence of competence against the standards and the sub-discipline specific requirements (as for Benchmark and Engineering Management routes), Alternative Route applicants must also be assessed on the evidence submitted on the requirements in the Education Evaluation policy (**E-17-PRO-SC**) document as detailed in **Tables 1 and 2**. The evidence indicating compliance with **Table 2** must first be assessed, followed by assessing the evidence submitted to indicate competence against each attribute in **Table 1**. The evidence submitted can be referred to the Education Evaluation Working Group for evaluation. Also refer to Clause 4.4.3 below.

4. EVIDENCE AND ASSESSMENT FOR REGISTRATION AS A SPECIFIED CATEGORY CANDIDATE OR A SPECIFIED CATEGORY PRACTITIONER

4.1 General requirement

The assessment system for applicants for registration as Specified Category Practitioner must implement the requirement laid down in the competency standard **R-02-STA-SC**:

*Competence must be demonstrated within **specifically defined** engineering activities, by integrated performance of the outcomes at the level defined for each outcome. Required contexts and functions may be specified in the applicable Sub Discipline Specific Training Guides. (See Tables A1 Appendix A)*

The evidence used to demonstrate competency must therefore address the defined outcomes in the competency standard.

4.2 Information and evidence of competency to be provided


Table 2 lists the information and forms of evidence that the applicant for registration as a Specified Category Candidate or a Specified Category Practitioner must provide.

4.3 Training and Experience Summary (Appendix C)

The TES is a factual record of distinct phases of training and work experience during the applicant's career up to the time of application. The TES must identify each phase of training and experience and the level of responsibility.

CONTROLLED DISCLOSURE

When downloaded for the ECSA Document Management System, this document is uncontrolled and the responsibility rests with the user to ensure that it is in line with the authorised version on the database. If the 'original' stamp in red does not appear on each page, this document is uncontrolled.

Document No.: R-03-PRO-SC	Revision No.: 3	Effective Date: 09/02/2022	
Subject: Processing of Applications for Registration as a Specified Category Candidate and as a Specified Category Practitioner			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 09/02/2026	Page 17 of 47

Periods during which the applicant is not engaged in activity that contributes to practitioner development must also be indicated, together with the reasons for inactivity.

A phase of training and experience corresponds to a period in which particular high-level training objectives are to be fulfilled or a major task or project is completed. A phase typically ends when new training objectives are set, the type of work changes, the expected level of achievement changes, employment is terminated or engineering work is interrupted. See **Table 3** for a list of events that demarcate a period of training and experience.

The nature of work and degrees of responsibility defined in document **R-04-T&M-GUIDE-SC** (*Progression throughout the candidacy period*) are used here (and in the TERs):


Table 3: Nature of Engineering Work and Degrees of Responsibility

A: Being Exposed	B: Assisting	C: Participating	D: Contributing	E: Performing
Undergoes induction, observes processes, work of competent practitioners.	Performs specific processes, under close supervision.	Performs specific processes as directed with limited supervision.	Performs specific work with detailed approval of work outputs.	Works in team without supervision, recommends work outputs, responsible but not accountable.
Responsible to supervisor.	Limited responsibility for work output.	Full responsibility for supervised work.	Full responsibility to supervisor for immediate quality of work.	Level of responsibility to supervisor is appropriate to a registered person, supervisor is accountable for applicant's decisions.

Degree of responsibility E means performing at the level required for registration. This corresponds to the range statement in outcome 10 in the Competency Standard **R-02-STA-SC** which requires that the applicant display the level of responsibility "for the outcomes of significant parts of one or more specifically-defined engineering activities". The applicant may, however, not assume accountability for the work.

CONTROLLED DISCLOSURE

When downloaded for the ECSA Document Management System, this document is uncontrolled and the responsibility rests with the user to ensure that it is in line with the authorised version on the database. If the 'original' stamp in red does not appear on each page, this document is uncontrolled.

Document No.: R-03-PRO-SC	Revision No.: 3	Effective Date: 09/02/2022	
Subject: Processing of Applications for Registration as a Specified Category Candidate and as a Specified Category Practitioner			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 09/02/2026	Page 18 of 47

4.4 Training and Experience Reports


The purpose of the TER is to provide a factual record of the main periods in the applicant's development from graduation to applying for registration and to identify the periods where the applicant took responsibility at the required level.

Two templates are available for reporting on the applicant's training and experience and their use depends on the length and nature of that training and experience.

- (a) In general, an applicant must complete and submit a TER for each phase of training and work experience from the time of meeting the education requirements (ERC) to application for registration. TERs with total duration covering at least one year working at the degree of engineering responsibility E (Performing) must be submitted. Such periods need not be contiguous and need not include the last period reported.
- (b) The requirement in 4.4(a) may be relaxed in the case of an applicant who has at least 10 years training and experience after completing the educational requirement and reports a total duration of at least three years at degree of engineering responsibility E (Performing) in detail in the TER format, signed by the supervisor. Such periods need not be contiguous and need not include the last period reported. Such an applicant may submit TEOs for the remaining periods or groups of related periods.
- (c) An applicant who completes the education requirement by assessment under document **R-01-POL-SC** must submit TERs for at least three years on specific experience applicable to the registration, including reports for a duration of one-year applicable experience at responsibility E. Such periods need not be contiguous and need not include the last period reported. Periods of experience may predate completing the education requirement. TEOs must be submitted for the remaining periods before and/or after the three years to indicate compliance with the requirements for Alternative Route detailed in the Education Evaluation policy (**E-17-PRO-SC**) document. For Alternative Route applicants, it is important that evidence of meeting the educational development requirements be incorporated in the TERs and the TEOs as evidence to indicate competence developed against the attributes in the Education Evaluation policy (**E-17-PRO-SC**) document. The development must be supported by meticulous completion of Form **R-03-IPD-SC**. The

CONTROLLED DISCLOSURE

When downloaded for the ECSA Document Management System, this document is uncontrolled and the responsibility rests with the user to ensure that it is in line with the authorised version on the database. If the 'original' stamp in red does not appear on each page, this document is uncontrolled.

Document No.: R-03-PRO-SC	Revision No.: 3	Effective Date: 09/02/2022	
Subject: Processing of Applications for Registration as a Specified Category Candidate and as a Specified Category Practitioner			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 09/02/2026	Page 19 of 47

evidence required against attributes 6, 7 and 8 is already covered in the Engineering Report and need not to be repeated.

Any applicant whose training and experience history is shorter than three years with less than one year working at a degree of responsibility E (Performing) will be notified that the application is premature and will be invited to submit further TES entries and TERs as they become available.


The information to be provided in the TER and TEO format is defined in **Table 4**

Table 4: Information to be provided in the TERs and TEOs

Aspect	Training and Experience Report (TER)	Training and Experience Outline (TEO)
Supervisor's signature	Required (indicates agreement with level of responsibility A–E inserted).	Not required. Level of responsibility A-E inserted and stated by applicant)
A period ends when:	<ul style="list-style-type: none"> the work environment has changed, e.g. when a major training phase, task or ends the type of work has changed the responsibilities or level of function have changed (for instance, as in a promotion) there is a change of employer training or employment is interrupted (for instance by study, unemployment or prolonged illness). 	<ul style="list-style-type: none"> the level of responsibility changes from level B to C the level of responsibility changes from level C to D the level of responsibility changes from level D to E a promotion takes place change of employment training or employment is interrupted nature of work changes significantly
Position in Organisation	<ul style="list-style-type: none"> Supply an organogram, showing the names, position and registration (if any) and qualification (if not registered) of supervisor(s), co-workers and those you have supervised (if any). Show one level above and below, if these exist. Always show the supervisor. 	<ul style="list-style-type: none"> Simplified organogram: Identify yourself, your supervisor and state the number and level of persons supervised.
Reporting format	<ul style="list-style-type: none"> Write in the first person. Construct proper paragraphs dealing with key aspects from the list below 	<ul style="list-style-type: none"> Use bulleted format covering the items below.
	<ul style="list-style-type: none"> Nature of training or experience* 	<ul style="list-style-type: none"> Nature of the training or work phase or related phases*

CONTROLLED DISCLOSURE

When downloaded for the ECSA Document Management System, this document is uncontrolled and the responsibility rests with the user to ensure that it is in line with the authorised version on the database. If the 'original' stamp in red does not appear on each page, this document is uncontrolled.

Document No.: R-03-PRO-SC	Revision No.: 3	Effective Date: 09/02/2022	
Subject: Processing of Applications for Registration as a Specified Category Candidate and as a Specified Category Practitioner			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 09/02/2026	Page 20 of 47

Aspect	Training and Experience Report (TER)	Training and Experience Outline (TEO)
Topics to be covered: elements marked * are mandatory, others as applicable	<ul style="list-style-type: none"> Sub Discipline of Engineering and Sub Discipline Specific Fields* 	<ul style="list-style-type: none"> Sub Discipline of Engineering and Sub Discipline Specific Fields*
	<ul style="list-style-type: none"> Nature of problem(s) addressed, method of analysis, solution development and evaluation 	<ul style="list-style-type: none"> Nature of problem(s) addressed, method of analysis, solution development and evaluation*
		<ul style="list-style-type: none"> Management responsibilities
	<ul style="list-style-type: none"> Interaction with clients, stakeholders and other disciplines 	<ul style="list-style-type: none"> Interaction with clients, stakeholders and other disciplines
	<ul style="list-style-type: none"> The applicant's contribution to the task* Nature of the applicant's responsibility (in addition to level A-E)* 	<ul style="list-style-type: none"> The applicant's contribution to the task* Nature of the applicant's responsibility (in addition to level A-E)*
Length limit	Do not exceed 2 000 words in total (all TERs)	Summary of training and experience in bullet points per TEO.

4.5 Engineering Report (See Appendix G)

Each applicant must submit an Engineering Report covering aspects of work at performance responsibility Level E which demonstrates that the applicant has fulfilled the required outcomes.

While the report may be based on a major task, series of tasks or a project, it is a report in which applicants reflect on their engineering activity to demonstrate the required level of competence.


The work drawn on for the report does not have to be project based. In an operational engineering work environment, problem-solving and engineering management provide evidence of performance against the required outcomes.

The report must be based on problem solving and activities at a **specifically defined** level, applying specified category level educational theory. Basic calculations at this level, done by the applicant, must be attached to the report.

The report should be reflective rather than purely narrative, covering the following:

CONTROLLED DISCLOSURE

When downloaded for the ECSA Document Management System, this document is uncontrolled and the responsibility rests with the user to ensure that it is in line with the authorised version on the database. If the 'original' stamp in red does not appear on each page, this document is uncontrolled.

Document No.: R-03-PRO-SC	Revision No.: 3	Effective Date: 09/02/2022	
Subject: Processing of Applications for Registration as a Specified Category Candidate and as a Specified Category Practitioner			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 09/02/2026	Page 21 of 47

- The engineering and contextual (technical) knowledge and understanding, both from the applicant's education and acquired subsequently, required for effective performance of the work.
- The theoretical and practical methods used to analyse and solve basic engineering problems encountered in the work.
- The planning, organising, leading and controlling of human and other resources required to achieve the goals of the engineering work.
- Handling of legislative considerations, impacts of the work that were not necessarily covered by regulation and ethical issues, recognition of obligations to society, the profession and the environment.
- Risks and uncertainty associated with the work and its product.
- The recommendations, judgement calls and decisions that the applicant had to make, where the applicant's leadership skills were exercised.
- The nature of the responsibility carried by the author and identification of the persons to whom the author was responsible.


The report must be written in the first person (except when describing the actions of another person or agency), in a proper structure, style and English language. A template for the heading of the report is provided. The report body, including headings and sub-headings, should be approximately 2000 words (about 100 words per criterion). Diagrams, tables and pictures appropriate to the purpose defined above, not exceeding two A4 pages in total, may be included (in addition to the word count). The report is a test of written communication ability from a structure, style and language point of view as well as its logical development.

4.6 Referee Report (See Appendix F)

The purpose of the Referee Report is to draw on observations of the applicant's performance in work conditions to obtain information on the applicant's competency. The referees are asked to identify periods in the applicant's career as itemised in the TES where the referee feels able to comment on the applicant's attributes. In relation to these periods, the referee is asked the following:

CONTROLLED DISCLOSURE

When downloaded for the ECSA Document Management System, this document is uncontrolled and the responsibility rests with the user to ensure that it is in line with the authorised version on the database. If the 'original' stamp in red does not appear on each page, this document is uncontrolled.

Document No.: R-03-PRO-SC	Revision No.: 3	Effective Date: 09/02/2022	
Subject: Processing of Applications for Registration as a Specified Category Candidate and as a Specified Category Practitioner			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 09/02/2026	Page 22 of 47

- To rate the applicant's elementary problem analysis and solution synthesis abilities in relation to the desired level (specifically defined engineering problems).
- To rate the applicant's knowledge of basic engineering principles and of the wider context of the engineering work.
- To comment on the applicant's engineering management ability, that is, the ability to ensure the achievement of engineering results through management methods.
- To rate the applicant's communication ability.
- To comment on the applicant's abilities to handle the regulatory, economic, social and environmental issues arising from engineering activity at a specifically defined level.
- To comment on the applicant's understanding of ethics and ethical behavior in relation to his engineering work.
- To rate the applicant's judgement in decision making and acceptance of responsibility for engineering work at a specifically defined level.
- The applicant's willingness and capacity to accept responsibility for engineering work at a specifically defined level.
- To comment on the applicant's commitment and attention to competency and career development.

4.7 Academic Record and IPD Reports (Appendices H and I respectively)


The Academic Record (AR) and the IPD Report are a factual record providing evidence of proficiency development from academic base through CPD-type activities of Category 1 and other formal learning activities prior to registration, including in-house training. Reported activities do not require Continuing Professional Development (CPD) validation. **Appendix I** specifies the information required on each activity.

4.8 Sub Discipline Specific Requirements Report (Form R-05-SDSRR-Nnn)

Specified Categories exist in every one of the nine disciplines recognised by ECSA, namely Aeronautical, Agricultural, Chemical, Civil, Electrical, Industrial, Mechanical, Metallurgical, and Mining. In each discipline, one or more sub disciplines can be identified, characterised by specific requirements in a narrow field, designated as Sub Discipline Specific Requirements. Apart from developing specifically defined level of competency in the eleven generic outcomes in engineering, practitioners must also develop the specific competencies uniquely applicable

CONTROLLED DISCLOSURE


When downloaded for the ECSA Document Management System, this document is uncontrolled and the responsibility rests with the user to ensure that it is in line with the authorised version on the database. If the 'original' stamp in red does not appear on each page, this document is uncontrolled.

Document No.: R-03-PRO-SC	Revision No.: 3	Effective Date: 09/02/2022	
Subject: Processing of Applications for Registration as a Specified Category Candidate and as a Specified Category Practitioner			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 09/02/2026	Page 23 of 47

to the sub discipline during their development (example: the Specified Category sub discipline of Lifting Machinery Inspectors in the discipline of Mechanical Engineering at specifically defined level). The sub discipline specific requirements are listed in the document *Sub Discipline Specific Training Requirements (R-05-Nnn-SC)* for each Specified Category. Each applicant must submit a report providing specific evidence of meeting the Nnn requirements using **Form R-05-SDSRR-Nnn**.

CONTROLLED DISCLOSURE

When downloaded for the ECSA Document Management System, this document is uncontrolled and the responsibility rests with the user to ensure that it is in line with the authorised version on the database. If the 'original' stamp in red does not appear on each page, this document is uncontrolled.


Document No.: R-03-PRO-SC	Revision No.: 3	Effective Date: 09/02/2022	
Subject: Processing of Applications for Registration as a Specified Category Candidate and as a Specified Category Practitioner			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 09/02/2026	Page 24 of 47

REVISION HISTORY

Revision number	Revision date	Revision details	Approved by
Rev 1	25 August 2016		Council
Rev 1 Draft 1	31 July 2020	Reviewed the document with Registration BU	Registration
Rev 1 Draft 2	14 August 2020	Aligned to the ECSA Policy on Policies Framework	E Nxumalo
Rev 2	01 September 2020	Approval	RPSC
Rev. 3 Draft A	20 November 2022	Corrected Summary of training and experience from (two bullet points per TEO) to indicate that it should be in bullet points per TEO. And Engineering Report to indicate that the report body, including headings and sub-headings, should be approximately 2000 words (about 100 words per criterion).	RPS BU
Rev. 3 Draft B	24 January 2022	Review and Recommendation for Approval	Executive RPS: EL Nxumalo
Rev. 3	09 February 2022	Approval	RPSC

CONTROLLED DISCLOSURE

When downloaded for the ECSA Document Management System, this document is uncontrolled and the responsibility rests with the user to ensure that it is in line with the authorised version on the database. If the 'original' stamp in red does not appear on each page, this document is uncontrolled.

Document No.: R-03-PRO-SC	Revision No.: 3	Effective Date: 09/02/2022	
Subject: Processing of Applications for Registration as a Specified Category Candidate and as a Specified Category Practitioner			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 09/02/2026	Page 25 of 47

The processing of

Applications for Registration as a Specified Category Candidate and as a Specified Category Practitioner

Revision 3 dated 09 February 2022 and consisting 25 pages reviewed for adequacy by the Business Unit Manager and is approved by the Executive: Research, Policy and Standards (RPS).



.....
09/03/2022
.....
Business Unit Manager Date


.....
09/03/2022
.....
Executive: RPS Date

This definitive version of this policy is available on our website

CONTROLLED DISCLOSURE

When downloaded for the ECSA Document Management System, this document is uncontrolled and the responsibility rests with the user to ensure that it is in line with the authorised version on the database. If the 'original' stamp in red does not appear on each page, this document is uncontrolled.

Document No.: R-03-PRO-SC	Revision No.: 3	Effective Date: 09/02/2022	
Subject: Processing of Applications for Registration as a Specified Category Candidate and as a Specified Category Practitioner			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 09/02/2026	Page 26 of 47

APPENDIX A: What Changes with the Introduction of Competency Standards?

Prior to the introduction of the competency standards, the requirements were expressed in terms of criteria for acceptable training in ECSA's policy document **R2/1Nnnn**. The requirements defined in section 2 of R2/1Nnnn are summarised in the first column of Table 5. The outcomes embedded in the training requirements are extracted in column 2. The formal outcomes in **R-02-STA-SC** are stated in column 3 while the level descriptor is in column 4. **Table A1** relates to the Group A B, C and D outcomes.

CONTROLLED DISCLOSURE

When downloaded for the ECSA Document Management System, this document is uncontrolled and the responsibility rests with the user to ensure that it is in line with the authorised version on the database. If the 'original' stamp in red does not appear on each page, this document is uncontrolled.



Document No.: R-03-PRO-SC	Revision No.: 3	Effective Date: 09/02/2022	
Subject: Processing of Applications for Registration as a Specified Category Candidate and as a Specified Category Practitioner			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 09/02/2026	Page 27 of 47

Table A1: Transition from input-based training specifications to output-based competency specifications in Group A, B, C, D

1: R2/1Nnnn Essential Elements of Acceptable Practical Training	2: Outcomes embedded in training elements in column 1	3: Corresponding Competency Standard Outcome	4: Level descriptors for column 3
Acceptable practical training must provide satisfactory experience to Candidates in the implementation of practical engineering techniques in an innovative manner and must include the practical training elements as stated in clause 2 at the level of responsible competence stated. Outcomes expressed in criteria to be met, judged by peer evaluators.		Requirement (R-02-STA-SC Section 2.1): Competence must be demonstrated within <i>specifically defined engineering activities</i> , defined below, by integrated performance of the outcomes defined below at the level defined for each outcome. Note: Attributes of a practitioner defined in outcomes.	
Problem Investigation 2. First bullet and third bullet.	<ul style="list-style-type: none"> Identify and/or interpret the activity agreeing on a problem statement. Gather and evaluate information. Analyse information and express solution requirements. Display mastery of Stage 1 development by applying underpinning knowledge in doing practical work. 	Group A: Engineering Problem Solving *1: Define, investigate and analyse <i>specifically defined engineering problems (tasks)</i> .	<i>Specifically defined engineering problems</i> have the following characteristics: <ul style="list-style-type: none"> can be solved mainly by specific practical engineering knowledge underpinned by related theory <i>and one or more of:</i> are fully defined but may require clarification are discreet, specifically focused tasks within engineering systems are routine, frequently encountered and in familiar specified and sustainable context <i>and one or more of:</i> can be solved in standardised or prescribed ways
		3:- Comprehend and apply the knowledge embodied in established engineering practices and knowledge specific to the jurisdiction in which he/she practices.	

CONTROLLED DISCLOSURE


When downloaded for the ECSA Document Management System, this document is uncontrolled and the responsibility rests with the user to ensure that it is in line with the authorised version on the database. If the 'original' stamp in red does not appear on each page, this document is uncontrolled.

Document No.: R-03-PRO-SC	Revision No.: 3	Effective Date: 09/02/2022	
Subject: Processing of Applications for Registration as a Specified Category Candidate and as a Specified Category Practitioner			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 09/02/2026	Page 28 of 47

1: R2/1Nnnn Essential Elements of Acceptable Practical Training	2: Outcomes embedded in training elements in column 1	3: Corresponding Competency Standard Outcome	4: Level descriptors for column 3
			<ul style="list-style-type: none"> are encompassed by specific standards, codes, legislation and documented procedures; requires authorization to work outside limits information is concrete, specific and largely complete, but requires checking and possible supplementation involves specific issues but few of these imposing conflicting constraints and a specific range of and interested and affected parties <p><i>and one or both of:</i></p> <ul style="list-style-type: none"> requires practical judgement in specific practice area in evaluating solutions, considering interfaces to other role-players has consequences that are locally important but within a specified category (wider impacts are dealt with by others).
Problem Solution 2. Second bullet	<ul style="list-style-type: none"> Synthesise alternative ways to do the activity. Apply underpinning Stage 1 knowledge to develop and evaluate the best approach seeking advice if necessary. 	2: Design, develop, plan or practice solutions to <i>specifically defined engineering problems (tasks)</i> .	

CONTROLLED DISCLOSURE


When downloaded for the ECSA Document Management System, this document is uncontrolled and the responsibility rests with the user to ensure that it is in line with the authorised version on the database. If the 'original' stamp in red does not appear on each page, this document is uncontrolled.

Document No.: R-03-PRO-SC	Revision No.: 3	Effective Date: 09/02/2022	
Subject: Processing of Applications for Registration as a Specified Category Candidate and as a Specified Category Practitioner			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 09/02/2026	Page 29 of 47

1: R2/1Nnnn Essential Elements of Acceptable Practical Training	2: Outcomes embedded in training elements in column 1	3: Corresponding Competency Standard Outcome	4: Level descriptors for column 3
<p>Execution / Implementation</p> <p>2. Fourth bullet, fifth bullet, sixth bullet and seventh bullet.</p>	<ul style="list-style-type: none"> • Manage self, people, work priorities, work processes and resources and participate in teams during practical activities. • Write clear, concise, effective, technically correct reports, read technical items, receive and interpret instructions. Issue clear instructions and present point of view effectively. • Identify interested and affected parties and environmental impacts of activities. Propose mitigating measures and communicate with stakeholders. • Identify applicable legal, regulatory and health and safety requirements. Select safe and sustainable materials, components and systems. Apply risk management. 	<p>Group B: Managing Engineering Activities</p> <p>4: Manage part or all of one or more <i>specifically defined engineering activities</i></p> <p>5: Communicate clearly with others in the course of <i>specifically defined engineering activities</i>.</p> <p>Group C: Impacts of Engineering Activity</p> <p>6: Recognise the reasonably foreseeable social, cultural, environmental and sustainable effects of <i>specifically defined engineering activities</i>.</p> <p>7: Meet all legal and regulatory requirements and protect the health and safety of persons and adhere to sustainable practices in the course of his or her <i>specifically defined engineering activities</i>.</p>	<p><i>Specifically defined Engineering Activities</i> are characterised by several or all of:</p> <ul style="list-style-type: none"> • <i>Scope</i> of practice area is defined by specific techniques applied; change by adopting new specific techniques into current practice. • Practice area is located within a wider, complex <i>context</i>, with specifically defined working relationships with other parties and disciplines. • Work involves specific familiar, <i>resources</i> including people, money, equipment, materials, technologies. • Require resolution of <i>interactions</i> manifested between specific technical factors with limited impact on wider issues. • Are <i>constrained</i> by operational context, defined work package, time, finance, infrastructure, resources, facilities, standards and codes, applicable laws. • Have <i>risks</i> and <i>consequences</i> that are locally important but are specifically defined.

CONTROLLED DISCLOSURE


When downloaded for the ECSA Document Management System, this document is uncontrolled and the responsibility rests with the user to ensure that it is in line with the authorised version on the database. If the 'original' stamp in red does not appear on each page, this document is uncontrolled.

Document No.: R-03-PRO-SC	Revision No.: 3	Effective Date: 09/02/2022	
Subject: Processing of Applications for Registration as a Specified Category Candidate and as a Specified Category Practitioner			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 09/02/2026	Page 30 of 47

1: R2/1Nnnn Essential Elements of Acceptable Practical Training	2: Outcomes embedded in training elements in column 1	3: Corresponding Competency Standard Outcome	4: Level descriptors for column 3
Level of Responsibility 2. Eighth bullet, ninth bullet, tenth bullet and eleventh bullet.	<ul style="list-style-type: none"> Conduct activities ethically at least complying with ECSA's Code of Conduct. Adopt a systematic approach in resolving ethical issues. Consider applicable factors and their relation. Foresee consequences of actions and evaluate the situation in absence of full evidence. Draw on experience and underpinning knowledge. Demonstrate a professional approach showing due regard for the effect of the activity. Seek advice from a responsible person and take responsibility for own work. Plan own development strategy and select appropriate development activities. Display independent learning ability. 	<p>Group D: Exercise judgement, responsibility and act ethically</p> <p>8: Conduct engineering activities ethically</p> <p>9: Exercise sound judgement in the course of <i>specifically defined engineering activities</i>.</p> <p>10: Be responsible for making decisions on part or all of <i>specifically defined engineering activities</i>.</p> <hr/> <p>Group E: Manage Own Development</p> <p>11: Undertake independent learning activities sufficient to maintain and extend his or her competence.</p>	Level of Responsibility 2. Eighth bullet, ninth bullet, tenth bullet and eleventh bullet.

CONTROLLED DISCLOSURE

When downloaded for the ECSA Document Management System, this document is uncontrolled and the responsibility rests with the user to ensure that it is in line with the authorised version on the database. If the 'original' stamp in red does not appear on each page, this document is uncontrolled.


Document No.: R-03-PRO-SC	Revision No.: 3	Effective Date: 09/02/2022	
Subject: Processing of Applications for Registration as a Specified Category Candidate and as a Specified Category Practitioner			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 09/02/2026	Page 31 of 47

Nomenclature Figures 1, 2, 3, 4 and 5:

AR	Academic Record
CI	Competency Indicated
CNI	Competency Not Indicated
CPD	Continued Professional Development
EC	Education Committee
ED	Educational Development
ER	Engineering Report
ERC	Educational Requirements Complete
ERI	Educational Requirements Incomplete
ID	On-line user identification
IPD	Initial Professional Development
ME	More Evidence
PW	On-line password
R	Registration
REF	Referee Report
RRef	Registration Refused
SDSRR	Sub Discipline Specific Requirements Report
SC	Applicable to all specified categories
SCC	Specified Category Candidate
SCP	Specified Category Practitioner
TEO	Training and Experience Outline
TER	Training and Experience Report
TES	Training and Experience Summary
TPQEC	Technology Programme Qualifications and Examinations Committee
VA	Voluntary Association

CONTROLLED DISCLOSURE

When downloaded for the ECSA Document Management System, this document is uncontrolled and the responsibility rests with the user to ensure that it is in line with the authorised version on the database. If the 'original' stamp in red does not appear on each page, this document is uncontrolled.

Document No.: R-03-PRO-SC	Revision No.: 3	Effective Date: 09/02/2022	
Subject: Processing of Applications for Registration as a Specified Category Candidate and as a Specified Category Practitioner			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 09/02/2026	Page 32 of 47

APPENDIX B: Sources of evidence against outcomes


Notes: 1. Specifically defined is the level identifier defined for the Specified Category Practitioner in document R-02-STA-SC.

2. Engineering Report claims are verified by the applicant's supervisor.

No	Outcome	Training and Experience Reports	Engineering Report incl. claim to competency	Referee Reports (3)	IPD Report		Discretionary Interview	
A1	Define, investigate and analyse <i>specifically defined engineering problems</i> .	Factual/ Verified	Factual/ Verified	Evaluative		Information to the left is considered in the Experience Appraisal	Evaluative/ Verified	All information is used by Interview Panel when making their recommendation to the Registration Committee
A2	Design or develop solutions to <i>specifically defined engineering problems</i> .	Factual/ Verified	Factual/ Verified	Evaluative			Evaluative/ Verified	
A3	Comprehend and apply the knowledge embodied in established engineering practices and knowledge specific to the jurisdiction in which he/she practices.	Factual/ Verified	Factual/ Verified	Evaluative	Factual: Knowledge Enhancement		Evaluative/ Verified	
B4	Manage part or all of one or more <i>specifically defined engineering activities</i> .	Factual/ Verified	Factual/ Verified	Evaluative			Evaluative/ Verified	
B5	Communicate clearly with others in the course of his or her engineering activities.	Tests Concise Writing.	Factual/ Verified	Evaluative			Evaluative/ Verified	
C6	Recognise and address the reasonably foreseeable impacts of <i>specifically defined engineering activities</i> .	May not be covered	Factual/ Verified	Evaluative			Evaluative/ Verified	
C7	Meet all legal and regulatory requirements and protect the health and safety of							

CONTROLLED DISCLOSURE


When downloaded for the ECSA Document Management System, this document is uncontrolled and the responsibility rests with the user to ensure that it is in line with the authorised version on the database. If the 'original' stamp in red does not appear on each page, this document is uncontrolled.

Document No.: R-03-PRO-SC	Revision No.: 3	Effective Date: 09/02/2022	
Subject: Processing of Applications for Registration as a Specified Category Candidate and as a Specified Category Practitioner			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 09/02/2026	Page 33 of 47

No	Outcome	Training and Experience Reports	Engineering Report incl. claim to competency	Referee Reports (3)	IPD Report	Discretionary Interview
	persons in the course of specifically <i>defined</i> engineering activities.	Factual/ Verified	Factual/ Verified	Evaluative		Evaluative/ Verified
D8	Conduct engineering activities ethically.	May not be covered	Factual/ Verified	Evaluative		Evaluative/ Verified
D9	Exercise sound judgement in the course of <i>specifically defined engineering activities</i> .	May not be covered	Factual/ Verified	Evaluative		Evaluative/ Verified
D10	Be responsible for making decisions on part or all of <i>specifically defined engineering activities</i> .	Factual/ Verified	Factual/ Verified	Evaluative		Evaluative/ Verified
E11	Undertake professional development activities sufficient to maintain and extend his or her competence.		Factual/ Verified	Evaluative/ Verified (Commitment)	Factual	Evaluative/ Verified (Commitment)

CONTROLLED DISCLOSURE

When downloaded for the ECSA Document Management System, this document is uncontrolled and the responsibility rests with the user to ensure that it is in line with the authorised version on the database. If the 'original' stamp in red does not appear on each page, this document is uncontrolled.

Document No.: R-03-PRO-SC	Revision No.: 3	Effective Date: 09/02/2022	
Subject: Processing of Applications for Registration as a Specified Category Candidate and as a Specified Category Practitioner			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 09/02/2026	Page 34 of 47

APPENDIX C: Training and Experience Summary – Form R-03-TER-SC

Training and Experience Reports and/or the Training and Experience Outlines.

Surname and Initials:

First complete a Training and Experience Report Form R-03-TER-SC, or a Training and Experience Outline Form R-03-TEO-SC for each period.

No	From	To	Weeks	Work Details		Responsibility A–E
1				Employed by:	Post held:	
				Type of Work:		
2				Employed by:	Post held:	
				Type of Work:		
3				Employed by:	Post held:	
				Type of Work:		
4				Employed by:	Post held:	
				Type of Work:		
5				Employed by:	Post held:	
				Type of Work:		
6				Employed by:	Post held:	
				Type of Work:		
7				Employed by:	Post held:	
				Type of Work:		
8				Employed by:	Post held:	
				Type of Work:		
9				Employed by:	Post held:	
				Type of Work:		
n				Employed by:	Post held:	
				Type of Work:		

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


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

Signature of Applicant:

Date:

CONTROLLED DISCLOSURE

When downloaded for the ECSA Document Management System, this document is uncontrolled and the responsibility rests with the user to ensure that it is in line with the authorised version on the database. If the 'original' stamp in red does not appear on each page, this document is uncontrolled.

Document No.: R-03-PRO-SC	Revision No.: 3	Effective Date: 09/02/2022	 ECSA
Subject: Processing of Applications for Registration as a Specified Category Candidate and as a Specified Category Practitioner			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 09/02/2026	Page 35 of 47


APPENDIX D: Training and Experience Report – Form R-03-TER-SC

Training and Experience Report				
As part of the Application for Registration as a Specified Category Practitioner				
Applicant's Name				Applicant's Signature
				Date:
Period No:	Start date:	End date:	No of weeks:	Position held:
Employer's Name and Address for this period: (This is the employer and site at which the work took place, e.g. the site the applicant has been seconded to).				Did the applicant train under a Commitment and Undertaking (C&U)?
				Yes
				No
				If yes, provide number of C&U:
				No:
Supervisor's Name and Address:			Supervisor's Signature:	
ECSA Registration No. (If not registered, qualify):			Date:	
Discipline of Engineering: (Aeronautical, Agricultural, Chemical, Civil, Electrical, Industrial, Mechanical, Metallurgical, Mining)				
Sub Discipline Specific Field: (e.g. LMI, Lift Inspector, Clinical Technician, Laboratory Technician, Engineering Manager, etc.)				
Organogram showing supervisor (person signing this report), co-workers and those the applicant supervised (if any). Show two levels above and below, if these exist. Give names, positions, qualification and registration (if any)*. Please do not colour in blocks.				
Report: (Write in proper paragraphs in the first person singular in less than 225 words)				
Nature of training or experience (stated in 15-25 words)*				
Nature of problem(s) addressed in this period; method of analysis, developing solution and evaluation (stated in 100- 120 words)*				
Interaction with clients, stakeholders and other disciplines (stated in 30-40 words)				
Describe role and responsibility (in 30-40 words)*	Degree of responsibility:			Tick one only*
	A. Being exposed, under full supervision			
	B. Assisting, responsibility limited			
	C. Participating, supervision limited			
	D. Contributing, performs work, detailed approval			
E. Performing, limited guidance				

*Mandatory fields

CONTROLLED DISCLOSURE

When downloaded for the ECSA Document Management System, this document is uncontrolled and the responsibility rests with the user to ensure that it is in line with the authorised version on the database. If the 'original' stamp in red does not appear on each page, this document is uncontrolled.

Document No.: R-03-PRO-SC	Revision No.: 3	Effective Date: 09/02/2022	
Subject: Processing of Applications for Registration as a Specified Category Candidate and as a Specified Category Practitioner			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 09/02/2026	Page 36 of 47


APPENDIX E: Training and Experience Outline – Form R-03-TEO-SC

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

*Mandatory fields

CONTROLLED DISCLOSURE

When downloaded for the ECSA Document Management System, this document is uncontrolled and the responsibility rests with the user to ensure that it is in line with the authorised version on the database. If the 'original' stamp in red does not appear on each page, this document is uncontrolled.


Document No.: R-03-PRO-SC	Revision No.: 3	Effective Date: 09/02/2022	
Subject: Processing of Applications for Registration as a Specified Category Candidate and as a Specified Category Practitioner			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 09/02/2026	Page 37 of 47

APPENDIX F: Training and Experience Outline – Form R-03-TEO-SC

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

CONTROLLED DISCLOSURE

When downloaded for the ECSA Document Management System, this document is uncontrolled and the responsibility rests with the user to ensure that it is in line with the authorised version on the database. If the 'original' stamp in red does not appear on each page, this document is uncontrolled.

Document No.: R-03-PRO-SC	Revision No.: 3	Effective Date: 09/02/2022	
Subject: Processing of Applications for Registration as a Specified Category Candidate and as a Specified Category Practitioner			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 09/02/2026	Page 38 of 47

Referee Report – Form R-03-REF-SC

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

Evaluation of the Applicant's Competence or state of Development

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


As a referee, you are requested to rate the applicant against the outcomes as well as make a holistic evaluation. Please use the following scale:

- CDC: The applicant consistently demonstrates competence
- CDI: The applicant demonstrated competence but not consistently
- CNDD: The applicant has not demonstrated competence but is developing
- CND: The applicant has not demonstrated competence
- X: I am unable to comment

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

CONTROLLED DISCLOSURE

When downloaded for the ECSA Document Management System, this document is uncontrolled and the responsibility rests with the user to ensure that it is in line with the authorised version on the database. If the 'original' stamp in red does not appear on each page, this document is uncontrolled.


Document No.: R-03-PRO-SC	Revision No.: 3	Effective Date: 09/02/2022	
Subject: Processing of Applications for Registration as a Specified Category Candidate and as a Specified Category Practitioner			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 09/02/2026	Page 39 of 47

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

Optional: Further comments or additional information on the applicant:

CONTROLLED DISCLOSURE

When downloaded for the ECSA Document Management System, this document is uncontrolled and the responsibility rests with the user to ensure that it is in line with the authorised version on the database. If the 'original' stamp in red does not appear on each page, this document is uncontrolled.

Document No.: R-03-PRO-SC	Revision No.: 3	Effective Date: 09/02/2022	
Subject: Processing of Applications for Registration as a Specified Category Candidate and as a Specified Category Practitioner			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 09/02/2026	Page 40 of 47

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

Declaration by Referee: I declare that the information provided is correct to the best of my knowledge. I hereby confirm that I am conversant with the Council's requirements for registration as set out in the Competency Standards, document **R-02-STA-SC** as well as the instructions on this referee report, and that I am prepared to substantiate my view expressed herein at an interview, should the Council require me to do so. I also confirm that I submit this information to ECSA on the understanding that it will be treated as confidential. I understand that the information will not be disclosed by ECSA unless required by law.

Name of Referee:

Title of Position held:

Signature of Referee: _____


Date:

Please post to:

**The Chief Executive Officer
Engineering Council of South Africa
Private Bag X691
BRUMA
2026**

CONTROLLED DISCLOSURE

When downloaded for the ECSA Document Management System, this document is uncontrolled and the responsibility rests with the user to ensure that it is in line with the authorised version on the database. If the 'original' stamp in red does not appear on each page, this document is uncontrolled.

Document No.: R-03-PRO-SC	Revision No.: 3	Effective Date: 09/02/2022	
Subject: Processing of Applications for Registration as a Specified Category Candidate and as a Specified Category Practitioner			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 09/02/2026	Page 41 of 47

APPENDIX G: Engineering Report – Form R-03-ER-SC


Use this form to report in about 100 words per criterion under Outcomes 1 to 11 below on a recent engineering task, part of a project or complete project to which the applicant has made a significant contribution. The report may cover conceptualisation, design and analysis, specification, tendering and adjudication, manufacturing, project and construction management, commissioning, maintenance, measurement and testing or planning at a *specifically defined* level. Please also provide sample relevant calculations, drawings, etc. as an addendum which is limited to two A4 pages. Use Appendix A of the Discipline Specific Training Guide R-05-Nnnn-SC to assist in the interpretation of the criteria

Name of Applicant:

Detail of Equipment Applicable and/or Work Responsibility: (<30 words)	
Date of Work Done:	
Engineering brief and objective: (< 30 words)	
Environment: Industry, Laboratory, Theory, Simulation, etc. (in <15 words)	
Short Summary: (State engineering/ management problems; solutions (in < 30 words)	
Budget: (<10 words)	
<p><i>Specifically defined engineering problems have the following characteristics:</i></p> <ul style="list-style-type: none"> • can be solved mainly by specific practical engineering knowledge, underpinned by related theory and one or more of: <ul style="list-style-type: none"> • are largely defined but may require feedback • are discrete, specifically focused tasks within engineering systems • are routine, frequently encountered and in familiar specified and sustainable context and one or more of: <ul style="list-style-type: none"> • can be solved by standardised or prescribed ways 	

CONTROLLED DISCLOSURE

When downloaded for the ECSA Document Management System, this document is uncontrolled and the responsibility rests with the user to ensure that it is in line with the authorised version on the database. If the 'original' stamp in red does not appear on each page, this document is uncontrolled.

Document No.: R-03-PRO-SC	Revision No.: 3	Effective Date: 09/02/2022	
Subject: Processing of Applications for Registration as a Specified Category Candidate and as a Specified Category Practitioner			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 09/02/2026	Page 42 of 47


- are encompassed by specific standards, codes, legislation and documented procedures; requires authorisation to work outside limits
 - information is concrete specific and largely complete, but requires checking and possible supplementation
 - involve specific issues but few of these imposing conflicting constraints and a specific range of interested and affected parties
- and one or both of:
- requires practical judgement in specific practice area in evaluating solutions, considering interfaces to other role players;
 - have consequences which are locally important but within a specified category (wider impact are dealt with by others).
- Specifically defined engineering activities have several of the following characteristics:**
- *Scope* of specific practice area is defined by specific techniques applied; change by adopting new specific techniques into current practice
 - Practice area is located within a wider, complex *context*, with specifically defined working relationships with other parties and disciplines
 - Work involves specific familiar *resources*, including people, money, equipment, materials, technologies
 - Require resolution of *interactions* manifested between specific technical factors with limited impact on wider issues
 - Are *constrained* by operational context, defined work package, time, finance, infrastructure, resources, facilities, standards and codes, applicable laws
 - Have *risks* and *consequences* that are locally important but are generally not far reaching.

Outcomes and Criteria

Outcome 1: Define, investigate and analyse specifically defined engineering problems encountered in the applicant's work:	
1.1 State how <u>the applicant</u> understood the activity as agreed to with the client (or your supervisor).	
1.2 Describe how <u>the applicant</u> analysed and clarified information, drawings, codes, procedures, etc.	
Outcome 2: Design, develop, plan or practise solutions to specifically defined engineering problems (tasks) encountered in the applicant's work:	
2.1 Describe how <u>the applicant</u> developed and analysed alternative approaches to do the work. Impacts and sustainability checked. (Calculations attached.)	
2.2 State what the final solution to perform the work was, client or the applicant's supervisor in agreement.	

CONTROLLED DISCLOSURE

When downloaded for the ECSA Document Management System, this document is uncontrolled and the responsibility rests with the user to ensure that it is in line with the authorised version on the database. If the 'original' stamp in red does not appear on each page, this document is uncontrolled.

Document No.: R-03-PRO-SC	Revision No.: 3	Effective Date: 09/02/2022	
Subject: Processing of Applications for Registration as a Specified Category Candidate and as a Specified Category Practitioner			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 09/02/2026	Page 43 of 47

Outcome 3: Comprehend and apply knowledge embodied in established specific engineering practices and knowledge specific to the field in which the applicant practice:

3.1 State what Higher Certificate level engineering standard procedures and systems the applicant used to execute the work, and how Higher Certificate level theory was applied to understand and/or verify these procedures.

3.2 Give the applicant's own Higher Certificate level theoretical calculations and/or reasoning on why the application of this theory is considered to be correct (Actual examples attached.)

Outcome 4: Manage part or all of one or more specifically defined engineering activities embodied in the applicant's work:

4.1 State how the applicant managed him or herself, priorities, processes and resources in doing the work (e.g. bar chart).

4.2 Describe the applicant's role and contribution in the work team.

Outcome 5: Communicate clearly with others in the course of the applicant's engineering activities (specifically defined engineering work):

5.1 State how the applicant presented his or her point of view and compiled reports after completion of the work.

5.2 State how the applicant compiled and issued instructions to subordinates working on the same task.

Outcome 6: Recognise the reasonably foreseeable social, cultural, environmental and sustainability effects of the applicant's specifically defined engineering activities generally:

6.1 Describe the social, cultural, long term sustainability and environmental impact of this engineering activity.


6.2 State how the applicant communicated mitigating measures to affected parties and acquired stakeholder engagement.

Outcome 7: Meet all legal and regulatory requirements, protect the health and safety of persons and adhere to sustainable practices in the course of the applicant's specifically-defined engineering activities:

7.1 List the major laws and regulations, safety requirements, standards and sustainability practices applicable to this particular activity.

CONTROLLED DISCLOSURE


When downloaded for the ECSA Document Management System, this document is uncontrolled and the responsibility rests with the user to ensure that it is in line with the authorised version on the database. If the 'original' stamp in red does not appear on each page, this document is uncontrolled.

Document No.: R-03-PRO-SC	Revision No.: 3	Effective Date: 09/02/2022	
Subject: Processing of Applications for Registration as a Specified Category Candidate and as a Specified Category Practitioner			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 09/02/2026	Page 44 of 47

7.2 State how <u>the applicant</u> did risk management and used safe and sustainable materials, components and systems, obtaining advice if necessary.	
Outcome 8: Conduct engineering activities ethically in executing the applicant's work:	
8.1 State how <u>the applicant</u> identified ethical issues and affected parties and their interest and what you did about it when a problem arose.	
8.2 Confirm that <u>the applicant</u> is conversant and in compliance with ECSA's Code of Conduct and why this is important in his or her work.	
Outcome 9: Exercise sound judgement in the course of specifically defined engineering activities encountered in the applicant's work:	
9.1 State the factors applicable to the work, their interrelationship and how <u>the applicant</u> applied the most important factors.	
9.2 Describe how <u>the applicant</u> foresaw work consequences and evaluated situations in the absence of full evidence.	
Outcome 10: Be responsible for making decisions on part or all of one or more specifically-defined engineering activities included in the applicant's work:	
10.1 Show how <u>the applicant</u> used Higher Certificate level theoretical calculations to justify decisions taken in doing engineering work. (Attach actual calculations).	
10.2 State how <u>the applicant</u> took responsible advice on any matter falling outside your own education and experience.	
10.3 Describe how <u>the applicant</u> took responsibility for your own work and evaluated any shortcoming in his or her output.	
Outcome 11: Undertake independent learning activities sufficient to maintain and extend the applicant's competence.	
11.1 State what strategy <u>the applicant</u> has independently adopted to enhance his or her own development.	
11.2 State the philosophy of <u>the applicant's</u> employer in regard to your development.	
Evidence of the applicant's competency development plan and independent learning ability must be given in the Initial Professional Development Report, Form R-03-IPD-SC.	

CONTROLLED DISCLOSURE

When downloaded for the ECSA Document Management System, this document is uncontrolled and the responsibility rests with the user to ensure that it is in line with the authorised version on the database. If the 'original' stamp in red does not appear on each page, this document is uncontrolled.

Document No.: R-03-PRO-SC	Revision No.: 3	Effective Date: 09/02/2022	
Subject: Processing of Applications for Registration as a Specified Category Candidate and as a Specified Category Practitioner			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 09/02/2026	Page 45 of 47

Signature of Applicant: _____

Date:


Signature of Mentor / Supervisor: _____

Name of Mentor/Supervisor printed:

Tel. No.:

CONTROLLED DISCLOSURE

When downloaded for the ECSA Document Management System, this document is uncontrolled and the responsibility rests with the user to ensure that it is in line with the authorised version on the database. If the 'original' stamp in red does not appear on each page, this document is uncontrolled.

Document No.: R-03-PRO-SC	Revision No.: 3	Effective Date: 09/02/2022	
Subject: Processing of Applications for Registration as a Specified Category Candidate and as a Specified Category Practitioner			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 09/02/2026	Page 46 of 47

APPENDIX H: Academic Record – Form R-03-AR-SC

Detailed information on TERTIARY ENGINEERING QUALIFICATIONS As part of the Application for Registration as a Specified Category Practitioner		
Name of Applicant: Name of Qualification:		
All subjects passed	Year Obtained	Marks obtained (if available)
Extra subjects passed for incomplete qualifications		
Total Credits		

Signature of Applicant

Date

