ENSURING THE
EXPERTISE TO GROW
SOUTH AFRICA

ECSA REGISTRATION INTERVIEWS GUIDE

R-INT-GUIDE-001

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ECSA

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BACKGROUND

The ECSA **R-01-POL-PC**: Policy on Registration in Professional Categories defines the policy on conducting the Experience Appraisal interview and the Professional Review and Advisory interviews. Further information is included in document **R-03-PRO**: Processing of Applications for Registration of Candidates and Professionals. Applicant must ensure that they are familiar with the information contained in these documents.

1. DOCUMENT CUSTODIAN

The Research Policy and Standards is the custodian of this document.

2. PURPOSE OF THIS DOCUMENT

This document provides guidance to an applicant who has applied for professional registration with the Engineering Council of South Africa (ECSA). It provides insight on how to prepare for both the Experience Appraisal (EA) and the Professional Review (PR) interviews.

3. SPECIFIC DOCUMENT PROVISIONS

3.1 Notification of interview

ECSA sends an email advising the applicant to attend either of the interviews. Applicants should note the kind of the interview they have been invited to and prepare accordingly (EA interview, PR or Advisory interview). If it is an EA interview, it implies inadequate evidence regarding one or more of the 11 outcomes in the application documentation to allow the assessors to make a clear decision on whether experience requirements as stipulated in the relevant **R-02** document have been met. The Experience Appraisal section in **R-01-POL-PC**, states that the interview will focus on specific outcome/s where evidence of competence was not found. The EA interview focuses on gathering additional information for outcomes where evidence was not clear.

The panel comprises three peer reviewers who are professionally registered persons. Applicants should use related technical terminology and make reference to principles, codes, specifications, etc., specific to that discipline. More importantly, applicants are expected to demonstrate the level of engineering judgement they have personally applied and the work

they have personally undertaken at the required responsibility levels. The competency standards are defined in **R-02-PE/PT/PCE/PN** for Professional Engineers, Professional Engineering Technologists, Professional Engineering Technicians and Professional Certificated Engineers.

3.2 Preparation for experience appraisal interview

When preparing for the EA interview, the applicant should:

- acknowledge the email and confirm attendance on the given day, time and venue
- review the application documentation carefully noting any specific points the applicant may wish to amplify during the interview
- read all key documents referred to in the application thoroughly and be adequately prepared because it will be critical to elaborate on the outcomes highlighted in the invitation letter
- refresh on the requirements of the missing outcomes and be prepared to answer questions reflecting knowledge, competency, experience and level of responsibility against each outcome.

Applicants who provide sufficient evidence at this stage and pass the EA stage will be invited to the PR**.**

3.3 Preparation for professional review

Applicants are invited to the PR interview to convince the reviewers that all 11 ECSA competency outcomes have been met. The onus is on the applicants to demonstrate how their engineering experience to date satisfies the 11 ECSA competency outcomes.

When preparing for the PR, the applicant should:

- acknowledge the email and confirm attendance on the given day, time and venue
- review the application documentation carefully noting any specific points to amplify during the interview
- read all key documents referred to in the application and be prepared to give finer details about any parts of the documents mentioned in the application

- refresh on the requirements of the 11 ECSA outcomes and prepare to answer questions on the knowledge, competency, experience and engineering judgement applied against each of the 11 outcomes

- prepare a 15-minute PowerPoint presentation on topics covered in the application by providing in-depth description of activities undertaken during training experience. Emphasis should be on proving how the applicant has met the 11 ECSA competency outcomes. There is no specific format for this presentation, but it will form part of the assessment of the applicant's competence in respect of outcome 5 (communicate clearly). The process of scanning the applications for ease of distribution to the assessors and reviewers may have meant that detailed drawings or photographs included in the portfolio of evidence were not easily readable. The applicant may wish, therefore, to include some of these in the presentation

- have the option to provide hard copies of the presentation for the reviewers' use during the interview.

- rehearse the presentation to ensure it can be presented within the allocated 15 minutes.

3.4 At the experience appraisal and professional review interviews

Applicants are required to produce an identification document, which can be a RSA ID book, RSA ID card, driver's licence or passport that reflects the ID or passport number included in the application form as proof of identity.

For both the EA and PR interview stages, applicants should be interviewed by three reviewers; in unforeseen circumstances there may be only two reviewers. Two reviewers are acceptable according to **R-01-POL-PC** provided the applicant has no objection. If an applicant has an objection to any of the interviewers or perceives a possible conflict of interest, it should be stated at the beginning of the EA interview or PR.

Communications is one of the ECSA 11 Competency Outcomes and applicants' ability to present and justify their case is part of the assessment process. Applicants should therefore be confident and assertive in their presentation and when responding to questions. Where appropriate, applicants are allowed to use paper to make a sketch to support their responses. Additional material deemed necessary may be brought to assist in

communicating effectively, which can include drawings, sketches, calculations, etc., that further support the information already included in the application. No new information can be included over and above what was provided in the original submission. While applicants are allowed to refer to their current work – for information only – the reviewers are required to assess on the basis of the work described in their original applications.

The reviewers assess an applicant's understanding of the basic underlying principles in answering technical questions that are relevant to the chosen discipline. Applicants may refer to the principles of design additional to the software packages used.

3.5 The result of the experience appraisal interview or professional review

The assessors' or reviewers' reports go through a moderation process to determine the final outcome. The ECSA Registration Office advises applicants of the outcome. In the event of a refusal to register, applicants are provided with the reasons for the refusal as well as an indication of what they would have to do to rectify or improve the experience and competence for future re-application.

3.6 Advisory interviews

When applicants have been refused registration, they may be granted an advisory interview upon their request but cannot overturn the final outcome. Alternatively, applicants may choose to appeal the refusal registration.

Applicants should prepare clarity seeking questions based on the feedback received in the refusal letter. ECSA provides no formal feedback; it is the applicant's responsibility to record the discussion/advice obtained at the session.

REVISION HISTORY

Revision number	Revision date	Revision details	Approved by
Draft 1	13 January 2020	Submission for RPSC approval	Registration Manager
Draft 2	20 January 2020	Verification of information with Registration Manager	RPS Manager
Revision 0	09 June 2020	Approval via round robin	RPSC Members
Revision 0	18 June 2020	Final Approval	RPSC

This Guide for:

ECSA Registration Interviews

Revision 0 dated 18 June 2020 and consisting of 7 pages was reviewed for adequacy by the Business Unit Manager and approved by the Executive: Research, Policy and Standards **(RPS)**.

....   22/10/2020
Business Unit Manager   Date

....   22/10/2020
Executive: RPS   Date

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