POLICY
FOR THE ACCREDITATION OF
ENGINEERING TECHNOLOGY PROGRAMMES

Section 4
SUBMISSION PRIOR TO VISIT

CONTENTS

POLICY

INTRODUCTION

As indicated in Section 3, a submission prior to the visit forms part of the accreditation visit. Section 4 includes the recommended layout for this submission. It is offered to assist the Engineering Technology Education Provider in preparing the relevant information in a simple, concise manner that focuses on the issues that have been identified and described in Section 2.

The Engineering Technology Education Provider is expected to provide information that it considers relevant to the accreditation process. Where the format of the following tables is not appropriate, alternative presentations are acceptable. However reference to the indexing of the issues should be in accordance with the previous sections of the guideline.

Reference: 3.1.1.1

To address Identification, Purpose and Unit Standards and Specifications of the Programme *(references are given in brackets)*

(Use additional sheets as required)

Name of Programme: *(2.1) (Include identification code)*	
Name of Engineering Technology Programme Education Provider: *(2.1)*	
Name of Department: *(2.1)*	
Person responsible for the Programme	

Date of Visit:	**Regular**	**Special:** *(State the reasons for a special accreditation & responses to the previous Accreditation)*
Purpose of Accreditation: *(1.4)*		

Confirmation of Visit Time Table:	The Time Table described in Section 3.4 is acceptable
	An alternative Time Table is attached for discussion with the Visit Leader – document …….

Purpose of the Qualification – Purpose Statement: *(2.2)*

Description of Criteria of the Qualification: *(2.3)*

Reference: **3.1.1.1**
                   To address - 2.3 Criteria, 2.4 Context 2.5 Learning Strategy & 2.6 Assessment

Table 1:   **Summary of Subjects**   *(Print additional sheets as required)*

Semester/Level: _____ *(S1, S2, P1…..)*   **Year of Study:** _____ *(1, 2, …..)*

Subject			Name of Staff	Total Contact Hours per Subject per Semester					Assessment Value		Class/Group Size
Code/ Identification	Name	*Credits	Member(s)	Lect	Tut	Lab	Prac	Other	Item	%	
									Class Tests		
									Tutorials		
									Laboratory Work		
									Practicals		
									Assignments/projects		
									Other		
									Exam		
									Class Tests		
									Tutorials		
									Laboratory Work		
									Practicals		
									Assignments/projects		
									Other		
									Exam		

- *State whether Nated 151 or ECSA Standards

Reference: 3.1.1.1

To address 2.3.2 (National Diploma) or 2.3.3 (B. Tech.), 2.4 Context & 2.5 Learning Strategy   *(Print additional sheets as required)*

Table 2:   Summary of Underpinning Knowledge
State the ratio/percentage or credits for each of the components listed below

Year of Study	Semester	Mathematics	Fundamental Science	Engineering Science		Design and Synthesis	Complimentary	Total
				General	**Discipline Specific**			**For Semester**
One	Semester 1							
	Semester 2							
Two	Practical 1							
	Practical 2							
Three	Semester 3							
	Semester 4							
Total for Qualification:								

Semester – Academic (at Engineering Technology Programme Education Provider)
Practical – Experiential Learning

Reference: **3.1.1.1**
                   To address 2.6.2 Selection Criteria

Table 3:   **Summary of Selection Criteria used**

This table is to be prepared form data from the latest intake to the programme. Should this not be representative of what typically occurs or what is expected in the next five years include an example of a typical intake. The source/basis/criteria – reference documentation for this information should be indicated below the table.

(Add rows as required)

Category	Selection Criteria	Number Admitted
From School		
Engineering Technology Programme Education Provider **Transfers**		
Further Education and Training (FET) College Transfers		
Mature Students		
Foreign Students		
Other Categories		
	Total	

Notes:

_____

_____

Reference: **3.1.1.1**
To address: 2.5   Results – this also indicates the effectiveness of the learning strategy

Table 4a: Results: Enrolment and Qualifications - National Diploma: Engineering

Four years preceding Accreditation Visit	Level	Year		Year		Year		Year	
		First Semester	Second Semester	First Semester	Second Semester	First Semester	Second Semester	First Semester	Second Semester
Enrolment	Semester 1								
	Semester 2								
	Practical 1								
	Practical 2								
	Semester 3								
	Semester 4								
National Diplomas Awarded	Total								
	Cum Laude								

Reference: **3.1.1.1**
To address: 2.5   Results – this also indicates the effectiveness of the learning strategy

Table 4b: Results: Enrolment and Qualifications – Baccalaureus. Technologiae Degree: Engineering

Four years preceding Accreditation Visit		Year		Year		Year		Year	
	Level	**First Semester**	**Second Semester**	**First Semester**	**Second Semester**	**First Semester**	**Second Semester**	**First Semester**	**Second Semester**
Enrolment	Semester 1								
	Semester 2								
	Total								
B. Tech. Degrees Awarded	Total								
	Cum Laude								

Reference: **3.1.1.1**
          To address: 2.5   Resources Influencing Effectiveness - Staff

Table 5:   **Staff Summary**

Name and Initials	Position Show if Full Time – FT Show if Sabbatical Leave – ST Show if Part Time – PT	Qualifications	ECSA Professional Registration Number	Category of Registration	Experience in Years		*Publications and Papers	
					Academic	**Industrial**	**Journal**	**Conference**

*Projects, publications and papers over last five years.

Reference: 3.1.1.1
            To address: 2   Resources Influencing Effectiveness – Facilities & Equipment

Table 6:   Resources Summary

Type of Facility	Description		Application (Indicate subject and learning activity)	Time used by a Student (Give a range of time if necessary)
Laboratory				
Library/media center				
Computer				
Industrial Visit				
Experiential Training Venue	P1 Industrial Based† □ Engineering Technology Programme Education Provider Based □	P2 Industrial Based □ Engineering Technology Programme Education Provider Based □		
Other				

Note: Details of past, current and planned funding of resources must be available for discussion with the person responsible for the qualification during the visit.

BTech Project	Industrial Based □ Engineering Technology Programme Education Provider Based □

Reference: **3.1.1.1**
To address: 2.6 Assessment

Table 7: **Assessment Procedures**

Application – Subject (All subjects to be included)	Title/Reference Number of Documents describing the *Assessment Procedure(s) used (Continuous evaluation, open and closed book examinations)

*A copy of the following Policy Documents must be accompany this document:
- *Assessment Policy*
- *Examination and Moderation Policy together with documentation to be completed by the Examiner and the Moderator (if not included in Assessment Policy)*
- *Quality Assurance Policy*
- *A list of examination/test questions that have been repeated during the cycle under review*

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To address:	2.4	Context	**Reference:** **3.1.1.1**
	2.5.7	Experiential Training/Work Integrated Learning	**Revision Date:** _____(
	2.6	Assessment	

Table 8:   Experiential Training/Work Integrated Learning Assessors   *Add rows as required*

Name of Evaluator *(Since the previous visit)*	Organisation/ Employer of Mentor/ Evaluator	ECSA Professional Registration Number	Category of Registration	Alternative Evaluation of Competency of Mentor/Evaluator			Numbers of Learners mentored/evaluated and Year when this took place
				Person/Committee Accepting proof	Date of Acceptance	Location of Documents used to show Competence	

*A copy of the logbook to be completed must accompany this document

Reference: **3.1.1.1**
To address: 1 Policy Significant Change & 2.7 Development of the Qualification

Table 9: **Summary of Developments since Last Accreditation** *(List all the issues that have influenced the outcomes of the qualification since the last Accreditation Visit)*

Description	Description of Change	Date of Change	Reason for Change	ECSA Notification
Specification/Content				
Staff				
Facility				
Other				

Additional information that the Engineering Technology Programme Education Provider wishes to inform the Assessors of prior to the Visit should be added here in Table 9.