
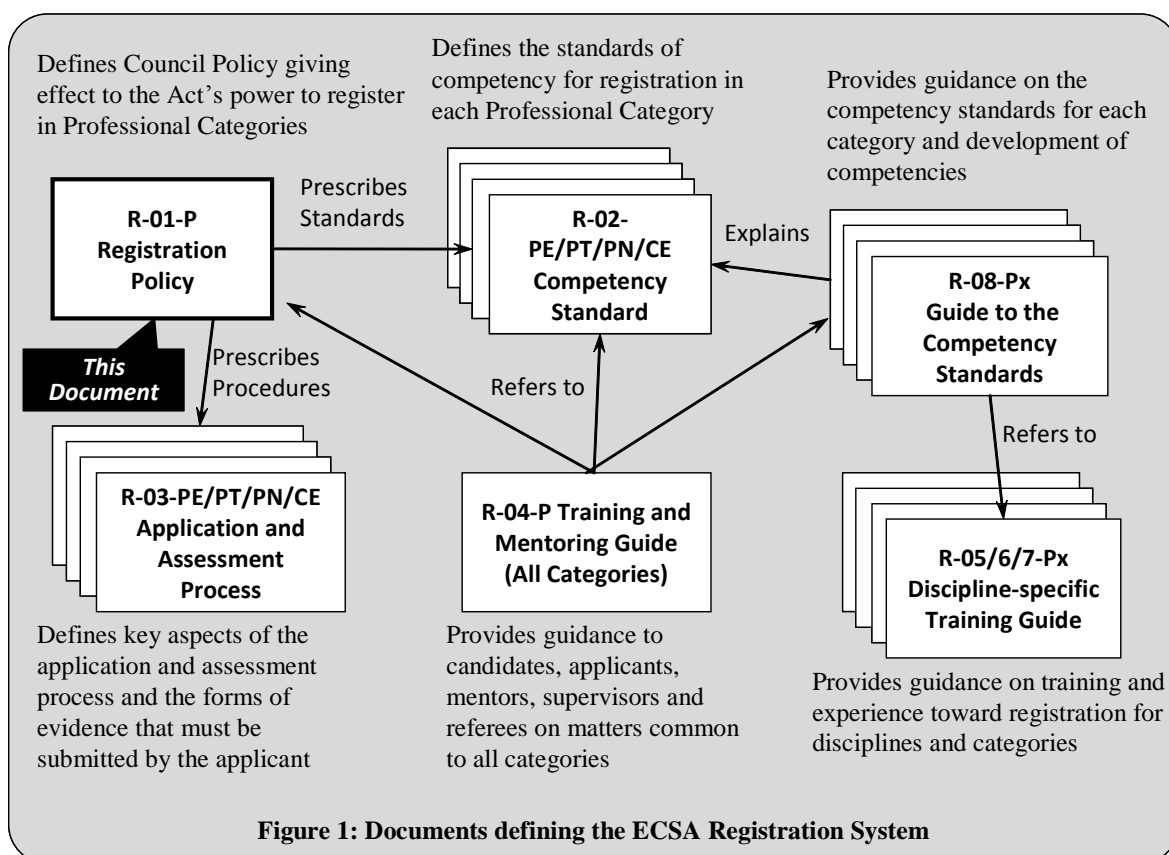


ENGINEERING COUNCIL OF SOUTH AFRICA <i>Standards and Procedures System</i>			 E C S A
Policy on Registration of Persons in Professional Categories			
Status: Approved by Council			
Document : R-01-P	Rev-1.3	24 November 2012	

Background: The ECSA Registration System Documents

The documents that define the Engineering Council of South Africa (ECSA) system for registration in professional categories are shown in Figure 1 which also locates the current document.



1. Purpose

1.1 This document defines policies set by the Council of the Engineering Council of South Africa (ECSA) (Council) governing registration of persons in the four professional categories: Professional Engineer, Professional Engineering Technologist, Professional Engineering Technician and Professional Certificated Engineer and the corresponding candidate categories. The policy gives effect to provisions of the Engineering Profession Act No 46 of 2000 (the Act) with regard to professional and candidate registration. This policy encompasses the following:

Section 2 determines the standards to be demonstrated by applicants for registration in professional categories.

Section 3 defines the educational requirement for registration in candidate categories and means of satisfying this requirement.

Section 4 defines the educational requirement for registration in professional categories and means of satisfying this requirement. Sections 3 and 4 together identify seven classes of applicants that the policy covers.

Section 5 states Council's policy on applications for registration for the various types of applicants.

Section 6 states Council's policy on assessment of the competence of applicants in professional categories.

Section 7 states Council's policy on the professional development process, that is training and experience toward professional registration.

Section 8 defines the transition arrangements for introduction of this policy.

- 1.2 These policies are supported by operating procedures, competency standards, policies and processes for assessment of applicants, training guidelines, application guidelines, standard forms and information specific to particular work contexts. Relevant documents are referred to at various places in this policy.

2. Determination of Standards of Competence for Registration in Professional Categories

- 2.1 Section 18 of the Engineering Profession Act No 46 of 2000 defines categories of professional registration in which ECSA may register persons:

Professional Engineer;
Professional Engineering Technologist;
Professional Engineering Technician; and
Professional Certificated Engineer.

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

19.(2) The council must register the applicant in the relevant category [text omitted] if, after consideration of the application, the council is satisfied that the applicant –

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

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

2.3.1 Determining the expected outcomes and level of performance for demonstrating competence for each professional category in the form of competency standards together with discipline-specific requirements listed in Schedule 1. Competency standards are stated in the form of generic baseline competencies that all professionals in the category must demonstrate irrespective of discipline or speciality. Competency must be demonstrated within the practice area of the applicant.

- 2.3.2 Assessing the competence of an applicant for registration in a particular professional category on the basis of evidence presented by the applicant according to defined procedures.
 - 2.3.3 Determining the educational outcomes that must be fulfilled by applicants for registration.
 - 2.3.4 Delegating powers to register or refuse registration as a candidate or professional in the Operating Procedures for Council and Committees of Council.
- 2.4 Any applicant who through his or her performance demonstrates competence against the standards, including educational outcomes, will be registered provided that none of the conditions listed in section 19(3) of the Act apply in the particular case.

Schedule 1: Competency Standard applicable to professional categories

Category of Professional Registration	Competency Standard
Professional Engineer	Policy Document R2/1A, section 5, amplified by outcomes defined in Document R-02-PE. Discipline specific requirements defined in Document R-05-PE
Professional Engineering Technologist	Policy Document R2/1B, section 8, amplified by outcomes defined in Document R-02-PT Discipline specific requirements defined in Document R-05-PT
Professional Engineering Technician	Policy Document R2/1C, section 3.2 and 3.3, amplified by outcomes defined in Document R-02-PN Discipline specific requirements defined in Document R-05-PN
Professional Certificated Engineer	Document R2/1D

3. Determination of Education Requirements for Registration in Candidate Categories

- 3.1 The Engineering Profession Act makes provision for registration as a candidate in categories corresponding to the professional categories, namely:
- Candidate Engineer;
 - Candidate Engineering Technologist;
 - Candidate Engineering Technician; and
 - Candidate Certificated Engineer.
- 3.2 A person intending to apply for registration in a professional category may first apply for registration as a candidate in the category but is not obliged to do so. Persons who have met the educational requirements by the methods defined in Section 3.4(i) to (iv) and who are undergoing training are strongly encouraged to register as candidates
- 3.3 The requirement for registration as a candidate in a category is stated in section 19(2)(b) of the Act:

19. (2) *The council must register the applicant in the relevant category [text omitted] if, after consideration of the application, the council is satisfied that the applicant –*

(a) *[Text omitted]*

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

(i) *having passed accredited or recognised examinations at any educational institution offering educational programmes in engineering; and*

(ii) *having passed any other examinations that may be determined by the council; or*

(iii) *presenting evidence of prior learning.*

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

(i) holds an accredited qualification or acceptable combination of accredited qualifications prescribed for the category; or

(ii) holds a qualification or combination of qualifications recognised under an international academic agreement relevant to the category; or

(iii) holds a qualification or combination of qualifications that have been determined by case-by-case evaluation to satisfy criteria for substantial equivalence to an accredited qualification for the category by virtue of:

(a) the qualification(s) being awarded in a jurisdiction or by a provider that has a record of quality or a quality assurance system known to ECSA; or

(b) examination of detailed documentation on the qualification(s) reflecting substantial equivalence; or

(iv) presents a combination of evidence determined by Council for the category that indicates an individual level of educational achievement against criteria that is substantially equivalent to an accredited qualification; evidence may include:

(a) qualification(s) or credits towards qualifications not already presented under (iii);

(b) completion of examinations or other forms of assessment set or prescribed by Council; or

(c) portfolio(s) of evidence of work and other outputs presented for assessment; or

(d) other evidence of prior learning presented for assessment.

3.5 The criteria for accredited programmes in case (i) are defined in document E-03-P, read with the relevant standards for the category referenced in E-03-P. The standards for accredited qualifications are defined in Schedule 2.

3.6 International educational agreements relevant to candidate and professional categories are shown in schedule 3.

Schedule 2: Engineering educational standard applicable to professional and candidate categories

Category of Registration	Educational Standard Document
Candidate and Professional Engineer	E-02-PE
Candidate and Professional Engineering Technologist ¹	E-02-PT ; or E-05-PT (with prerequisite qualification conforming to E-02-PT) ; or E-02-PE
Candidate and Professional Engineering Technician ²	Document E-02-PN ; or E-06-PN (with prerequisite qualification conforming to E-07-PN) ; or E-02-PT ; or E-02-PE
Candidate and Professional Certificated Engineer	Document E-02-CE
1: An accredited BTech (with a prerequisite accredited National Diploma or equivalent) continues to be recognised as meeting the educational requirements	
2: An accredited National Diploma continues to be recognised as meeting the educational requirements	

Schedule 3: International educational agreements applicable to candidate and professional categories

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

- 3.7 The policy and procedures for accrediting qualifications are defined in documents E-10-P to E-16-P. Criteria, policies and procedures for considering applicants under cases (iii) and (iv) are defined in document E-17-P.
- 3.8 Persons who do not meet the educational requirement for candidate under (i), (ii) or (iii) fall into case (iv) and must be assessed individually. A qualification may be accredited, recognized or evaluated as partially satisfying the education requirement. In such cases, applicants may make up deficits by further learning. An applicant under (iv) may, in addition to evidence already presented, be required to undergo assessment of various forms including examinations. If the applicant's qualifications and other evidence are evaluated as being substantially equivalent to an accredited South African qualification, the applicant is eligible for registration as a candidate in the relevant category.
- 3.9 A person is considered to have met the education requirements for a category at the time of completion of a qualification or qualifications that are accredited, recognised or evaluated as substantially equivalent in terms of section 3.4(i), (ii) or (iii). In the case of a person who meets the educational requirements by individual assessment in terms of section 3.4(iv), the time of meeting the education requirement is the last date of completing requirements by assessment.

4. Determination of Education Requirements for Registration in Professional Categories

- 4.1 An applicant who is already registered as a candidate in the category corresponding to that applied for at professional level is not required to satisfy further educational requirements under 19(2)(a)(ii).
- 4.2 In the case of an applicant for registration who is not registered as a candidate in the relevant category at the time of the application or has not by prior evaluation or assessment satisfied the educational requirements, the applicant must in terms of section 19(2)(a)(ii) of the Act demonstrate a level of educational achievement as prescribed for the category by one of the mechanisms defined in section 3.4.

Applicants Holding Accredited, Recognised or Other Qualifications

- 4.3 The first four mechanisms have identical requirements to those for registration as a candidate, namely methods (i), (ii), (iii) and (iv) defined in section 3.4.
- 4.4 Criteria and processes for assessing the educational achievement of applicants for registration are as defined in Sections 4.5 to 4.8 and in document E-17-P for candidate applicants.

Applicants Registered with Signatories to International Agreements on Registration

- 4.5 An applicant for professional registration under an international agreement is deemed to meet ECSA's education requirements for registration if the applicant:
- (v) in the case of a person professionally registered by a body with which ECSA has a mutual exemption agreement, has satisfied educational requirements defined under that agreement; or
 - (vi) in the case of a person applying for registration as a Professional Engineer who is registered on a section of the International Register administered by another signatory to the Engineers Mobility Forum, holds a qualification or combination of qualifications determined by the original registering signatory to be substantially equivalent to a Washington Accord qualification; or
 - (vii) in the case of a person applying for registration as a Professional Engineering Technologist who is registered on a section of the International Register administered by another signatory to the Engineering Technologists Mobility Forum (ETMF), holds a qualification or combination of qualifications determined by the original registering signatory to meet the educational requirements specified in the ETMF Constitution and Agreement.

Special provisions

- 4.6 An applicant who seeks to meet the educational requirement by methods (i), (ii) or (iii) above and who provides evidence that he or she has been continuously in training or practice in the relevant category for at least ten years since graduation and whose claim is verified via a

summary of training and experience, may be evaluated against the educational standards for the category prevailing at the time that he or she completed the educational qualification.

- 4.7 An applicant who seeks to meet the educational requirements by method (iv) above, may present evidence of satisfying educational criteria by evidence of performance against a corresponding outcome at the professional level, as specified in document E-17-P.
- 4.8 An accredited, recognized or evaluated educational qualification must have a knowledge profile appropriate to the discipline of the applicant's work experience. If this requirement is not met, an applicant for registration may be required to demonstrate during the registration process that he or she has an appropriate body of knowledge for the discipline in which he or she practises.
- 4.9 Where an applicant for educational evaluation does not demonstrate substantial equivalence against the substantial equivalence criteria, the applicant may undertake further learning and provide evidence of satisfying outstanding requirements within three years of the date of the communication informing the applicant of the educational deficiencies. No further fee is payable if the required evidence is submitted within the period.

5. Application for Registration

- 5.1 Section 19(1) of the Act requires a person wishing to register to submit an application and evidence of competence in the prescribed form.
- 5.1.1 The applicant must provide his or her history of education, training and experience.
- 5.1.2 An application for registration as a professional must contain evidence of competence in the required form.
- 5.1.3 An applicant must make a declaration that:
- (a) If registered, he or she is subject to the ECSA Code of Conduct;
 - (b) He or she is subject to requirements to renew registration from time to time, linked to Continuing Professional Development requirements; and
 - (c) He or she is not subject to any of the conditions listed in section 19(3) of the Act.
- 5.2 The process of applying for registration as a candidate or as a professional is detailed in document R-03-P.
- 5.3 A person who is registered as a candidate in the relevant category may submit an application for registration, with due regard to the normal minimum period of training and experience listed in Schedule 7;
- 5.4 A person who is not registered as a candidate who claims to meet the educational requirement by mechanisms (i) or (ii) in section 3.4, may apply for recognition of educational achievement within an application for professional registration;

- 5.5 A person who is not registered as a candidate who claims to meet the educational requirement by mechanisms (iii) or (iv) in section 3.4, is required to apply for evaluation of educational achievement prior to submitting an application for candidate or professional registration;
- 5.6 A person who seeks professional registration with ECSA in terms of an international register agreement must demonstrate in an interview that he or she is proficient at a level appropriate to professional practice, has knowledge of legislative and technical conditions applicable to his or her field of practice in South Africa, has language proficiency adequate for practice in South Africa and meets any other requirements specified in terms of the applicable international agreement.

6. Policy and Process for Assessment of Competence

- 6.1 Each applicant must provide evidence of competence from his or her work, irrespective of the development pathway followed toward registration. Failure to provide evidence or information may result in refusal of the application. This requirement is never waived except where international agreements entered into by ECSA provide for the recognition of competence, including educational achievement, determined by another signatory.
- 6.2 Competency of an applicant for registration must be assessed by a process of peer judgement using this policy and the process defined in document R-03-P and related documents. The assessment process must determine whether the applicant has provided evidence of competence against each outcome prescribed in the competency standards for the category and discipline specific requirements (“the prescribed standards”) and make an integrated judgement of the applicant’s competence.

Table 1: Summary of Authority and Functions (Informative)

Responsibility	Committee
Evaluate Engineering Qualifications	Engineering Programmes Qualifications Evaluation Committee
Evaluate Technology Qualifications	Technology Programmes Qualifications Evaluation Committee
Consider applicants and recommend	Assessing Committees (See below)
Approve registration of successful applicants	Registration Committee, except where delegated to Professional Advisory Committees (PAC)
Approve deferment of application	
Recommend refusal of professional registration to Central Registration Committee	Registration Committees (on the recommendation of PAC, where applicable)
Recommend refusal of candidate registration to Central Registration Committee	
Refuse registration as professional	Central Registration Committee
Refuse registration as candidate	
Consider appeals against registration decisions	Council

- 6.3 Council has via the Operating Procedures delegated responsibility and authority to various committees. For information, decision making powers related to registration are summarized in Table 1.

- 6.4 The relevant Registration Committee or Professional Advisory Committee is designated in the Operating Procedures as the body responsible for assessing the competence of applicants for a category or discipline within a category (the “assessing committee”). An application for registration as a professional must be allocated to an assessing committee depending on the discipline into which his or her work experience principally falls.
- 6.5 The assessment process must satisfy section 33 of the Constitution, namely, it must be lawful, reasonable and procedurally fair, and that if registration is deferred or refused, written reasons must be given. The process must be transparent to applicants, mentors and supervisors.
- 6.6 Each registration committee, or committee delegated the function of assessing the competence of applicants, must maintain a panel of peer assessors for the purpose of experience appraisal of applicants (section 6.10), extended experience appraisal, and professional reviews (section 6.11). Peer assessors for applicants in a category must:
- 6.6.1 Be registered in an appropriate category;
 - 6.6.2 Have contextual knowledge in the area of the applicant’s offered evidence;
 - 6.6.3 Be skilled in the method of competency-based assessment to the satisfaction of the registration committee.
- Assessors may be members of a registration committee or assessing committee.
- 6.7 Council may enter into an agreement with a recognised voluntary association (VA) having a disciplinary focus that aligns with the requirements of an assessing committee under which the VA assists in identifying assessors for listing as in section 6.6 and conducting experience appraisals and professional reviews or extended experience appraisal of applications.

Screening of Applications

- 6.8 On receipt of an application together with supporting documents, including referees’ reports, the application must be screened for completeness by a designated staff member who may be assisted if necessary by a peer assessor who is a member of the assessing committee. After screening, the following actions are available:
- 6.8.1 Refer the application for assessment as in sections 6.9 to 6.24; or
 - 6.8.2 Request further information from the applicant; or
 - 6.8.3 In cases where the applicant fails to provide the requested information refer the application to the registration committee for that committee to recommend refusal of the application to the Central Registration Committee.

Two-stage assessment of competence

- 6.9 The assessment of an applicant’s competence for registering as a professional in a category has two components, the Experience Appraisal and Professional Review.
- 6.10 The Experience Appraisal (EA) is a documentary assessment of the applicant’s evidence of competence, including record of training and experience, ~~and~~ record of initial professional development activities and engineering report, to determine whether evidence presented indicates that he/she has achieved the level of competence specified in the prescribed standard for the category through evidence from work. Indications of competency from the experience appraisal stage must be confirmed at the Professional Review.

- 6.11 The Professional Review (PR) is an integrative assessment of the applicant’s competency, including professional attributes specified in the standard for the category via a comprehensive review of the applicant’s evidence and an interview.

Schedule 6: Requirement for interview and further assessment

Category of Professional Registration	Extended Experience appraisal	Additional Tests
Professional Engineer	Not permitted	Confirmatory, if required
Professional Engineering Technologist	Permitted	Confirmatory, if required
Professional Engineering Technician	Permitted	Confirmatory, if required
Professional Certificated Engineer	Not permitted	Confirmatory, if required

Special Provision

- 6.12 Council may permit a category of registration where resources are not available to conduct the professional reviews to conduct an extended experience appraisal. An extended experience appraisal is an assessment of the applicant’s record of training and experience to determine whether the applicant has demonstrated that he/she has achieved the required level of competence specified in the prescribed standards. This process may include an interview and additional tests in cases where competency cannot be determined fully from documentation supplied or confirmation of evidence is required. Schedule 6 indicates categories where Council permits the extended experience appraisal to be applied.

Conducting the Experience Appraisal and Professional Review

- 6.13 The experience appraisal must be conducted by not less than four assessors qualified as in section 6.6.
- 6.14 Each assessor in the experience appraisal must rate the evidence provided by the applicant against the prescribed standard for the category and formulate an integrated judgement of the competence of the applicant. Each assessor must make a recommendation from the following:
- 6.14.1 The applicant has provided evidence indicative of competence against the prescribed standard. An assessor may identify issues relating to particular criteria to be confirmed or further assessed during the professional review; or
 - 6.14.2 The applicant has not provided evidence indicative of competence against particular criteria in the prescribed standards. An assessor may indicate that:
 - (a) it is feasible for the applicant to take steps to obtain the outstanding evidence of competency within a period of 12 months; or
 - (b) that further information is required from the applicant and that this should be elicited via an interview.
- 6.15 After review by the chairperson of the assessing committee, the individual reports and recommendation of the assessors as in 6.14 lead to the following actions:
- 6.15.1 If not less than three assessors recommend as in 6.14.1 and no more than one recommends as in 6.14.2, the application proceeds to the professional review; or

- 6.15.2 If more than one assessor recommends as in 6.14.2, the application must be referred to the assessing committee, subject to 6.15.3
 - 6.15.3 If one or more evaluator recommends as in 6.14.2(b), the assessing committee chairperson may determine that an interview be held to obtain information or may refer the application to the assessing committee.
 - 6.15.4 After the interview, the evaluators must come to a recommendation as in 6.14.1 or 6.14.2(a).
- 6.16 In the case of referral of an application to the assessing committee in 6.15.2, the assessing committee must determine the course of action from the following:
- 6.16.1 refer the applicant for professional review; or
 - 6.16.2 defer the application in terms of section 6.21; or
 - 6.16.3 refer the application to the registration committee with a recommendation that the application be refused

Extended Experience Appraisal

- 6.17 In the case of an extended experience appraisal, the assessors, having considered the application individually, must submit a joint report to a sub-committee constituted by the assessing committee with a recommendation from the following:
- 6.17.1 The applicant has provided evidence of competence against the prescribed standard and should be registered; or
 - 6.17.2 The applicant has not provided evidence of competence against particular criteria in the prescribed standards and the application should be refused.
 - 6.17.3 The applicant has not provided evidence of competence against particular criteria in the prescribed standards. The assessors recommend that application be deferred in terms of section 6.21 as it is feasible for the applicant to take steps to obtain the outstanding evidence of competency within a period of 12 months.
- 6.18 When the recommendation in 6.17.1 is not contemplated, the subcommittee may, on the recommendation of the assessors, decide that the applicant be interviewed to evaluate aspects of his or her competence identified by the assessors. Interviews must be conducted by not less than two interviewers who may have been assessors for the particular case. The interview report must be considered by the subcommittee before making a final joint recommendation from those referred to in 6.17.

Professional Review

- 6.19 The professional review must be conducted by not less than two reviewers who may also have served as experience assessors for the particular case.
- 6.20 The professional reviewers must submit a joint summative report and recommendation to the assessing committee. The report must take the experience appraisal and referee reports into account. The reviewers may recommend as follows:
- 6.20.1 The applicant has provided evidence of competence against the prescribed standard and should be registered; or
 - 6.20.2 The applicant has not provided evidence of competence against particular criteria in the prescribed standards for the reasons stated.

- 6.21 Where an applicant for registration as a professional does not provide evidence of competence against part or parts of the prescribed standards, the application may be deferred by the assessing committee for a period not exceeding twelve months if it is considered feasible for the candidate to obtain evidence of satisfying outstanding requirements in that time.
- 6.21.1 The period of twelve months commences on the date of the communication informing the applicant of the deferment and reasons for deferment.
 - 6.21.2 No further fee is payable if the required evidence is submitted within the period.
 - 6.21.3 If the period of deferral is exceeded, the applicant must make a new, complete application, pay the prescribed fee and provide evidence of competence against all requirements.
 - 6.21.4 A deferment in terms of section 6.21 may, on application stating the grounds for the extension made prior to the expiry of the twelve month period, be extended for a further twelve months.
 - 6.21.5 An applicant may on submission of new evidence after a deferment be granted a further deferment of up to twelve months.
 - 6.21.6 An applicant may only once benefit by the concession in 6.21.4 or 6.21.5.
 - 6.21.7 In providing evidence after a deferral, an applicant is not required to provide new evidence against the requirements already satisfied.
- 6.22 When an application for registration as a candidate or registration as a professional in a category is deferred or refused, the persons assessing the application and the responsible committee must identify the outcomes that have been satisfied and formulate a *deficiency statement*, that is, written reasons for deferment of the application or refusal of registration in terms of the prescribes standards applicable in the particular case.

Assessing Committee Actions

- 6.23 After the process defined in sections 6.6 to 6.22, the designated assessing committee is required to receive the original application, collated reports from the professional review, reports of experience assessors and referees and must make a determination as follows:
- 6.23.1 An assessing committee that has delegated authority to register must:
 - (a) make a decision to register an applicant who has demonstrated competence against the prescribed standards; or
 - (b) defer consideration of the application in terms of section 6.21 stating reasons for the deferral; or
 - (c) in the case of an applicant who has not demonstrated competence against the prescribed standards, recommend to the registration committee that it should refuse registration, stating the reasons for refusal; or
 - (d) Refer the application back for consideration by the parties appropriate to the case.
 - 6.23.2 An assessing committee that does not have delegated power of Council to register must:
 - (a) in the case of an applicant who has demonstrated competence against the prescribed standards, recommend to the registration committee that it register the applicant; or
 - (b) stating the reasons, recommend to the registration committee that it defer consideration of the application in terms of section 6.21; or

- (c) in the case of an applicant who has not demonstrated competence against the prescribed standards, recommend to the registration committee that it refuses registration, stating the reasons for refusal; or
- (d) Refer the application back for consideration by the parties appropriate to the case.

6.23.3 An assessing committee contemplating a decision under 6.23.1(c) or 6.23.2(c) may require an applicant to undertake an additional test or tests. Further tests may include, but are not restricted to, oral presentations and essays written under examination conditions.

6.24 The relevant assessing committee must moderate all recommendations from the professional review or extended experience appraisal. The registration committees must further moderate recommendations to refuse registration before forwarding these to the Central Registration Committee.

6.25 When an application for professional registration has been refused, the applicant may submit a new application for registration as soon as evidence of competence against all identified deficient outcomes is available. Provided that the new application is made within five years, and a record of professional development has been maintained, credit for competence recognised against specific outcomes stands.

Date of Registration

6.26 The Date of Registration is that date on which Council, through the committee with delegated power to register for the category, decided to register the applicant. This date appears on original and replacement registration certificates.

7. Professional Development toward Registration

7.1 The process of experience and training that brings an individual to the level of competency required for registration is not prescribed by ECSA; the level of achievement is however defined in the competency standards. It is recognised that many routes to attaining this competency exist. Guidelines to employers, mentors and aspiring registrants are given in document R-04-P. These guidelines, together with an accredited qualification define a benchmark route to developing the competency required for registration. Candidates proceeding to registration by any route are assessed identically according to the competency standards and defined procedures.

7.2 The training guidelines in R-04-P may be supplemented by guidelines for particular categories of registration and work contexts. Examples of work contexts include but are not limited to categories of registration, engineering disciplines within each category, industry sectors and academic staff at higher education institutions. Context-specific guidelines must be approved by the relevant registration committee.

Period of Training

7.3 ECSA does not normally consider an application for registration unless the period of training and experience shown in Schedule 7 has been completed.

- 7.3.1 In the case of a person meeting the education requirements under sections 3.4(i), (ii) or (iii), the required period starts not earlier than the date of meeting the requirement for qualification(s).
- 7.3.2 In the case of a person who meets the education requirement by assessment in terms of section 3.4(iv) the educational requirement may be completed at any time before applying for registration.

Schedule 7: Normal minimum duration of education, training and experience

Category of Professional Registration	Education	Training and Experience
Professional Engineer	4 years	3 Years
Professional Engineering Technologist	3 years	4 years
	4 years	3 years
Professional Engineering Technician	2 years	4 years
	3 years	3 years
Professional Certificated Engineer	Achieve GCC	3 years
Note: Academic programmes referred to above must be accredited, recognised or evaluated as equivalent, with individual assessment where required.		

Employer’s Commitment and Undertaking and Candidacy Programmes

- 7.4 A Commitment and Undertaking (C&U) is an agreement entered into between an employer and ECSA under which the employer commits to the train candidates to the standard required for registration in an identified professional category. A commitment and undertaking may be entered into for one or more of the professional categories. In entering a C&U, the employer signifies the intent to:
- (a) Structure and execute training of candidates in accordance with the competency statements, policies and guidelines laid down by ECSA for the applicable category of registration;
 - (b) Ensure adequate supervision of candidates by registered persons;
 - (c) Register mentors with ECSA and ensure adequate mentoring of candidates; and
 - (d) Provide regular guidance to the candidates through competent supervisors and mentors.
- 7.5 A candidacy programme is a framework for employers to plan and execute training toward registration in a professional category. A candidacy programme is one means of implementing a Commitment and Undertaking. A candidacy programme has the following components:
- 7.5.1 The candidate is employed in a candidacy programme by the employer who will provide the training and experience. The objective of the programme is for the candidate to become registered with ECSA in the appropriate category.
- 7.5.2 The competency standards generated by ECSA are used as workplace standards. They define the exit level outcomes of the training programme; the employer must define the process to build up competence to the required level. The employer must make specific reference to the workplace standards in its workplace skills plan. In

addition, context-specific training guides generated by the sector may be used. These must not conflict with the generic competencies but rather provide amplification in the particular work context.

- 7.5.3 If not already registered, the trainee should register in the appropriate candidate category with ECSA as early as possible in the training period.
- 7.5.4 The employer provides a supervisor internal to the company and a mentor who should preferably be internal but may be external. While supervisor and mentor may change from time to time, employers must ensure continuity of supervision and mentoring.
- 7.5.5 Structured work experience is provided by the employer to the candidate. This work is managed using a standard format training record. The candidate's progress is assessed on an ongoing basis by supervisors and mentors, also using the training record for documentation.
- 7.5.6 When the candidate is considered to be ready for registration, he or she applies to ECSA for registration. Evidence of competence is provided as required by ECSA, including the training record. The summative assessment of competence is performed by ECSA.
- 7.5.7 Success in attaining registration is considered to be evidence of the quality of the training programme. The workplace learning programme is not subject to formal quality assurance.

Requirements on Candidates Supervisors, Mentors and Referees

- 7.6 Various sections of the Act require registration for particular aspects of work. Section 18(2) requires registration for practice in a professional category. Section 18(3) requires a person who practises in a consulting capacity to be registered in an appropriate category. Section 18(4) requires a person registered as a candidate to work under the supervision and control of a registered person.
- 7.7 Section 26 empowers and requires ECSA to identify work that must be performed or supervised and controlled only by professionally registered persons who must take responsibility for the work. When this identified work is promulgated, it may place further restriction on trainees who are not registered as candidates.
- 7.8 In such cases, the candidate or trainee who is not registered as a candidate in a professional category must work under the supervision of a registered person. Supervision may not be direct but the supervisor must take responsibility for the candidate/trainee's work from a fully informed position. The supervisor would normally guide and mentor the candidate's development. The candidate may be mentored by another registered person in the employer organisation
- 7.9 If employers do not have suitable persons as internal mentors in their employ, they must ensure that external mentors be appointed. Mentors thus appointed should be sensitive to any limitations which the employer may wish to set in any given situation. Such mentors cannot

take responsibility for work performed by the trainee. Thus, the supervisor and mentor, if different from the supervisor, must both be registered in an appropriate professional category.

- 7.10 The training guide, R-04-P, gives guidance on ways of dealing with the problem that the candidate must demonstrate the ability to take responsibility but is not allowed to do so.

Advanced Academic Programmes

- 7.11 Applicants for professional registration who have completed higher education programmes beyond the level required for registration in a category may offer appropriate aspects of the advanced programme as part of the evidence of competence, provided that the aspects of the programme so offered provide evidence of demonstrating specific outcomes at the required level.
- 7.12 The contribution of the advanced higher education programme to demonstrating relevant competencies must be certified by a supervisor or head of department who is professionally registered in the category in question.

Continuing Professional Development Type Activities Prior to Registration

- 7.13 Learning Outcome 11 of the competency standards requires the applicant to demonstrate ability to manage and undertake ongoing professional development. Applicants are therefore required to plan and undertake activities during their training, referred to as initial profession development (IPD) to distinguish it from post-registration CPD performed to maintain registration.

Training Outside the Republic of South Africa

- 7.14 Applicants who received their practical training in engineering work abroad will be considered in accordance with the principles and requirements contained in this Policy Statement.

Obligations on Attaining Registration

- 7.15 Once an applicant has become registered, the Act and ECSA's policy on renewal of registration impose several obligations on the person. First, the ECSA Code of Conduct applies as would any ECSA-approved code of practice. This includes the requirement that the person must work within the limits of competence. Second, the registered person is subject to CPD requirements. Third, annual fees must be paid.

8. Transition from Previous System in Force

- 8.1 For the categories of Professional Engineer, Professional Engineering Technologist and Professional Engineering Technician, the adoption of formal competency standards brings about detailed changes in the method of assessing candidates and the focus of training and

development toward professional competency. Council will therefore publish transitional arrangements and requirements as required.

- 8.2 This policy, together with supporting procedures and guidelines come into force on the dates shown in Schedule 8 for each category. The policies repealed and the dates of repeal are listed in schedule 9.

Schedule 8: Commencement of application of this policy to individual categories

Category of Registration	Sections	Commencement Date
Candidate Engineer		
Candidate Engineering Technologist		
Candidate Engineering Technician		
Candidate Certificated Engineer		
Professional Engineer		
Professional Engineering Technologist		
Professional Engineering Technician		
Professional Certificated Engineer		

Schedule 9: Repeal of existing policies and guidelines for individual categories

Category of Registration	Sections	Commencement Date
Candidate Engineer		
Candidate Engineering Technologist		
Candidate Engineering Technician		
Candidate Certificated Engineer		
Professional Engineer		
Professional Engineering Technologist		
Professional Engineering Technician		
Professional Certificated Engineer		

Appendix A: Definitions and Abbreviations

Definitions

Accreditation Criteria: see document E-01-P

Accredited Qualification: see document E-01-P

Assessing Committee: The committee delegated the function of assessing applications for registration.

Benchmark Route: the normal process required to attain registration, consisting of the completion of an accredited, recognised or evaluated equivalent qualification and a well-structured and effectively executed programme of training and experience for the category of registration.

Competency Assessment: is a summative assessment of an individual's competency against the prescribed standard based on evidence from the individual's work, reports by qualified observers, and other tests that may include a professional review.

Competency Standard: statement of competence 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 professional and technical duties throughout an engineering practitioner's career.

Experience Appraisal: See section 6.10.

Extended Experience Appraisal: See section 6.12

Generic Baseline Competency: the competency for a category of professional defined in terms of outcomes, including the expected level of performance, that can be demonstrated in a range of occupational contexts.

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

Integrated performance: means that demonstration of competence via an activity requires several outcomes to be satisfactorily attained.

Mentor: a professionally registered person who guides the competency development of a candidate in an appropriate category.

Normal Route: synonymous with benchmark route.

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

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

Professional Review: See section 6.11.

Recognised Qualification: see document E-01-P.

Standard: in the educational context, see document E-01-P; in the registration context, see *Competency Standard* and *Prescribed Standard*

Substantial Equivalence: applied to educational programmes means that two programmes, while not meeting a single set of criteria are both acceptable as preparing their respective graduates to enter training and experience toward registration.

Supervisor: a professionally registered person who oversees, controls and takes responsibility for engineering work performed by a candidate.

Abbreviations**CPD:** Continuing Professional Development**CA:** Competency Assessment**C&U:** Commitment and Undertaking**ECSA:** Engineering Council of South Africa**EA:** Experience Appraisal**IPD:** Initial Professional Development**PR:** Professional Review**Revision History**

Version	Date	Status/Authorised by	Nature of Revision
Rev 1.0:	25 Nov 2010	Council	
Rev 1.1	17 March	Approved by Council	Editorial changes made after Council
Rev 1.2	11 Jan 2012	Approved by Council	Change to section 6.20.2
Rev 1.3	1 Aug2012	For Approval by Council	Changes to Schedule 2, sections 3.6, 4.2 6.10, 6.11, 6.23, 7.3, and Schedule 7
Rev 1.3	24 Nov 2012	Approved by Council	