

# ENGINEERING COUNCIL OF SOUTH AFRICA

(30/01/2012) **Form K1.1**

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Johannesburg  
2198



Ref.: \_\_\_\_\_

## APPLICATION FORM

### Assessment of Educational Qualifications

(Not applicable for educational qualifications covered by a Mutual Exemption Agreement, an approved International Register or the Washington, Sydney or Dublin Accords.)

#### 1. General Information:

Title & Surname:		First Names:	
Date of birth:		Identity No. or	
Nationality:		Passport No:	
Address:		Country of normal residence:	
		Home Tel. No.: (Include area codes)	
Residential Address:		Cell no.:	
		Work Tel. No.:	
		Fax No.:	
		E-mail:	

**NB:** Kindly initial this page in the presence of a Commissioner of Oaths / Justice of Peace.

Applicant: ..... Commissioner of Oaths/  
Justice of Peace: .....

**2. Examinations Passed:**

Educational Institution	Qualifications attained	Date of final Examination month & year	<i>Office use</i>
			Recognised <input type="checkbox"/> Not recognised <input type="checkbox"/> Part <input type="checkbox"/>

**3. Employment:**

Employer	Title of Position held:	Address

**4. Application Fees: (See item 4 of the Information Sheet)**

My application fee of R \_\_\_\_\_ (cheque) is enclosed herewith.

**5. Declaration:**

I, \_\_\_\_\_ (full names) hereby apply for **Assessment** of my educational qualifications as indicated on Form K1.2 and I solemnly declare that, to the best of my knowledge, all the information contained herein is true.

Signature: \_\_\_\_\_

Sworn to/Affirmed before me at \_\_\_\_\_

on this the \_\_\_\_\_ day of \_\_\_\_\_ (month & year).

**Commissioner of Oaths / Justice of Peace:** ..... *(Commissioner's stamp)*

**Office Use Only**

Application fee: R \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ *(Council's stamp)*

**Information Sheet for Applicants applying for  
Assessment of their Educational Qualifications**

**A. General:**

1. This application form is not applicable to applicants with educational qualifications where the qualification is covered by a mutual exemption agreement, an approved International Register or the Washington, Sydney or Dublin Accords.
2. Applicants with educational qualifications that are neither ECSA accredited nor recognised, who intend applying for registration with the Council in one of the professional categories, are required to have their educational qualifications assessed. This process will determine the equivalency or otherwise of their qualification in relation to the South African educational qualifications specified for each professional category of registration.

Applicants may be required to attend an interview if deemed necessary by the Council. Please note that all interviews are conducted by volunteers, as per their availability.

After the assessment, applicants will be advised for which category of registration their educational qualification will be accepted or otherwise.

To obtain registration in the category indicated, the applicant will then be required to make application in the prescribed manner.

3. Your application for assessment of your educational qualification will only be considered if the following documents are submitted:
  - Completed Application Form (Form K1.1 & 2).
  - ALL Qualification documents, as listed in B.2.

Please ensure the following:

- The submitted information must be complete and all applicable questions must be answered, with all requested supporting documents.
- The forms must be typed or printed in **black ink**.
- **Application fee** must accompany the application form. NB – See item 4 below.

Please note that it is your responsibility to ensure that all documents reach Council's offices timeously.

**B. The Application Form**

The following information is given to assist applicants to complete the form - the numbers refer to the equally numbered sections of the Application Form.

**1. General Information:**

Ensure that all personal details are correct. Please provide a definite address and phone number where Council may contact you in future.

**2. Qualification Documents (A2):**

**ALL** of the following documentation **MUST** accompany your application:

Please provide the following documentation in regard to your examinations and qualifications.

- As much detail as possible of your syllabi (course content), courses (subjects) grouped in years of study, including reference text books.
- A table that specifies the time (in hours) you spent for each course on attending lectures, attending tutorial classes, doing laboratories, doing projects, writing tests and exams, experiential training and /or industrial exposure.
- A hard copy of your final investigation and design project report(s). (Should the project be in a foreign language, a detailed summary in **English**, must accompany the copy of the project)
- Provide ECSA with certified copies of your qualification(s)/ degree certificate. (**Original copies to be brought with you when submitting an application**)
- Provide ECSA with a certified, detailed academic record/transcript, of all courses completed during the degree, on the institution letterhead.

**NOTE:**

- Copies of a certified copy are not acceptable.
- Translations of educational qualification documents, including the degree certificate, transcripts, etc, are required if the originals are not in English.
- In the event of the country of origin and qualification designation not appearing on the certificate – this must be provided separately.

**3. Employment:** If not yet employed, but your future employer is known, please fill in this section.

**4. Application Fees:** **Only cheques** must accompany your application form, as **no cash or postal orders will be accepted**. If you do not have a cheque account, you may deposit cash at any Standard Bank into ECSA's account. ECSA's banking details are: Standard Bank, Eastgate Branch, Code 018505, Account number 221285938, Swift Code SBZAJJ. Alternatively you may make payment (1) via the internet, or (2) you may ask your bank for a bank cheque to be made out to ECSA, (3) contact your bank's telephone banking division to make payment into ECSA's account or (4) by credit card by phoning our Accounts Department. When making the deposit please ensure that your name, initials and registration number are entered in the field named "Depositor's name or reference number" and attach a copy of the proof of deposit to your application form. Refer to separate sheet regarding fees payable, visit ECSA's website at <http://www.ecsa.co.za>, click on "Finance" or contact the Council's offices at (011) 607-9500 to determine the current fee.

**5. Declaration:**

You will need the services of a Commissioner of Oaths/Justice of Peace to certify the copies of documents covered by section 2, as well as for section 5 and the bottom of the first page of the Application Form.

As a guide the following people are Commissioners:

- A policeman in the Charge Office of any SAPS station;
- An Attorney at Law;
- An Officer in the SANDF;
- Certain Public Officials.

**PLEASE NOTE: Should any of the requested documents be omitted, your application will NOT be considered!!! Applications remain pending for a period of 3 months only.**

**Application and Annual Fees**  
**1 April 2011 to 31 March 2012**  
**(Vat included)**

**Application Fees (VAT included)**

**1. Candidate Categories:**

<b>Within one</b> calendar year from the date of obtaining a qualification recognised for purposes of registration	<b>Later than one</b> calendar year after the date of obtaining a qualification recognised for purposes of registration
<b>R 390.00</b>	<b>R975.00</b>

**2. Educational Qualification Assessment <sup>(1)</sup>:**

All applicants with educational qualifications are required to have their qualifications assessed before applying for registration	<b>R975.00</b>
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**3. Professional & Registered Categories:**

For Applicants with uninterrupted registration as a <b>Candidate</b>	For Applicants not registered in any of the Candidate categories
<b>R 1,950.00</b>	<b>R 3,900.00</b>

**4. International Register :**

Applicable only to persons already registered with ECSA who are applying for registration on the ECSA portions of the International Registers. No annual fees are payable.	<b>R 1,950.00</b>
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**Annual Fees (VAT included)**

<b>Candidates <sup>(2)</sup></b>		<b>Professional &amp; Registered Categories</b>	
<b>Partial Exemption <sup>(4)</sup></b>	<b>No Exemption</b>	<b>Partial Exemption <sup>(4)</sup></b>	<b>No Exemption</b>
<b>R 654.00</b>	<b>R 974.00</b>	<b>R 1518.00</b>	<b>R 2468.00</b>

Council will grant discount of R50 for Candidates and R100 for Professionals if payment of annual fee is received before 30 June 2010. Amounts are VAT inclusive.

**Notes:**

- (1) Persons who have paid the Educational Qualification fee will receive a 50% refund of the Educational Qualification fee when applying for registration with ECSA. The refund will be offset against the application fee.
- (2) Persons registered in the **Candidate** category for more than **six (6) years**, pay the same annual fees as persons registered in the Professional category.
- (3) The annual fee for **Retired Persons** (55-70 yrs) is **R160.00**, subject to approval. Persons over 70 are exempted.
- (4) Partial exemption is granted to registered persons who are members of a **Voluntary Association (VA)** recognised by ECSA. For more information about Recognised Voluntary Associations, view [www.ecsa.co.za](http://www.ecsa.co.za).
- (5) The accepted **methods of payment** are either by cheque from a RSA bank, credit card (Visa or MasterCard only), EFT or deposit made at any Standard Bank branch into ECSA's bank account. No cash will be accepted at ECSA's Offices. **Banking details:** Standard Bank Eastgate Branch, Branch Code 018505, Account No. 221285938.
- (6) Admin fee for re-instating registrations within a year of being cancelled due to defaulting on payments: R450.00.
- (7) **Appeals.** When a person wishes to appeal, a fee equalling twice the current amount of the application fee category is payable, i.e. the appeal fee for an Applicant with uninterrupted registration as a Candidate would be R3,900 and for an Applicants not registered in any of the Candidate categories it would Be R7,800.