

Discipline Specific Guidelines: Civil Engineering

**Recommended Route to Register as a Professional Engineer
through ECSA and to become a Member of SAICE**

<p>Meet ECSA's Academic Requirements, Register as Candidate and become a Graduate Member of SAICE</p> <p><i>(See Chapter 2 for detail)</i></p>	
<p>Embark on a Process of Acceptable Training under a Registered Commitment And Undertaking (CU) and appoint a Mentor/SCE</p> <p><i>(See Chapter 3 for detail)</i></p>	
<p>Follow the Prescribed Process of Training</p> <p><i>(See Chapter 4 for detail)</i></p>	
<p>Apply for Registration as a Professional Engineer and Corporate Membership of SAICE and attend a Professional Review</p> <p><i>(See Chapters 5, 6 and 7 for detail)</i></p>	
<p>If successful, Register as Professional Engineer, and become a Corporate Member of SAICE</p>	

Discipline Specific Guidelines: Civil Engineering

Chapter 1 Executive Summary

These guidelines are aimed at providing more information about the requirements for registration through the Engineering Council of South Africa (ECSA), and membership of the South African Institution of Civil Engineering (SAICE), in addition to the broader requirements set out in Policy Statement R2/1A.

- 1.1 Candidate engineers (CEs) wishing to become registered as professional engineers with ECSA and accepted as corporate members of SAICE must

- (i) hold a relevant academic qualification recognised by ECSA through accreditation or evaluation, or have passed any examination which ECSA may prescribe (Chapter 2); and
 - (ii) prove that they have been trained to an acceptable level of competence in defined elements, in so far as it relates to civil engineering; and
 - (iii) display attributes of a professional person.
- 1.2 Immediately upon graduation, candidates are encouraged to apply to ECSA for registration as CEs and to apply to SAICE for graduate membership of the Institution, whereafter, such CEs will be provided with all relevant documents needed for the entire training period.
- 1.3 The recommended way of achieving the requisite levels of competence in all the training elements is through a focused process of acceptable training, where the candidate engineers and their employers and mentors jointly plan and execute the actual training on the basis of ECSA's Policy Statement R2/1A, as well as the training objectives listed in the Training Schedule. (Form AC7 of the application form)
- 1.4 CEs will be expected to obtain practical experience in a position of responsibility and to prove that their education, training, experience and professional development have enabled them to discharge, in full, the responsibilities of a professional engineer in civil engineering (Chapter 4).
- 1.5 To prove that they have satisfactorily completed all the requirements for registration and membership, CEs should apply to ECSA for registration as professional engineers and, simultaneously, for corporate membership of SAICE. The evaluation of their applications will also include a Professional Review (PR). On successful completion of the PR, CEs will be registered as professional engineers and, if they so wish, be admitted to corporate membership of SAICE (MSAICE) (Chapter 5, 6 and 7).

Chapter 2 Academic Qualifications

- 2.1 The minimum academic qualification required for registration as a CE and graduate membership of SAICE, is a bachelor's degree in civil engineering, accredited by the Engineering Council of South Africa.

The list of accredited South African bachelor degrees in civil engineering are obtainable from the Education Department of ECSA either telephonically or in writing at:

Tel:	(011) 607-9500	or in writing at:	Private Bag X691
Fax:	(011) 622-9295		Bruma
E-mail:	engineer@ecsa.co.za		2026
Web:	www.ecsa.co.za		

- 2.2 Persons who have graduated from a university not accredited by ECSA will be assessed individually on merit. If their qualifications are evaluated as being at least equivalent to an accredited South African degree, candidates will be eligible for registration as CEs and could then follow the formal route to registration as professional engineers.
- 2.3 Persons whose qualifications are not accredited or recognised by ECSA may follow an alternative route to obtain the academic status required to register as candidate engineers. Persons must apply to ECSA and obtain the necessary information on the procedure to be followed.
- 2.4 Those who meet ECSA's academic requirements should, without delay, register as CEs and, at the same time, apply for graduate membership of SAICE. Application forms can be obtained from ECSA or SAICE. CEs must, from the outset, obtain copies of the

application form for registration as professional engineers as will become evident later in this document (Chapter 4 and 5).

Chapter 3

Training under a Commitment and Undertaking (CU) and Mentorship

Training under a CU

- 3.1 CEs must ensure that their employers register a "commitment and undertaking" (CU) in terms of which they will be expected to structure the training of, and actually train, their CEs, in accordance with the requirements of ECSA's Policy Statement R2/1A as well as the training objectives listed in the Training Schedule (Form AC7). The aim is to enable them to achieve the required standards for each training objective listed in the Training Schedule. Each CU will be allocated a permanent registration number, which should be quoted by all CEs when applying for registration as professional engineers with ECSA, and/or corporate membership of SAICE.
- 3.2 Employers must, at the same time, submit the name(s) of a mentor(s) from within the organisation (see § 3.5) or, if an internal mentor is not available, the name of an external mentor (see § 3.6) to guide CEs through the required process of training. A CU will not be registered by ECSA unless the name of at least one mentor (internal or external) is provided.
- 3.3 CEs who did not train under a CU will be required to prove that they have in fact achieved the required standards in all the training objectives listed in the Training Schedule (Form AC7). ECSA will evaluate this by way of an "experience appraisal" (Chapter 7), which may include an interview to determine whether CEs can be declared suitable candidates for the PR (Chapter 6). In this case, a much more strenuous onus of proof will rest on CEs to satisfy the Council of their candidacy for the PR.

Mentorship/Supervision

- 3.4 ECSA and SAICE will keep a list of internal and external mentors. The only requirement for mentorship is that a person should be registered with ECSA as a professional engineer. These mentors will be deemed not only to be capable of fulfilling their functions in a professional manner but also as being committed to advising and guiding their CEs in their professional development.
- 3.5 It is **STRONGLY RECOMMENDED** that all CES should have a mentor who is working in the same organisation as the CE.
- 3.6 If a mentor is not available internally in the organisation, a list of external mentors can be obtained from ECSA or SAICE. It will be expected of employers making use of the services of external mentors, to create an environment in which such mentors can feel free to make recommendations in the reasonable knowledge that such recommendations will be given sympathetic consideration.
- 3.7 It will be expected of all mentors to become fully conversant with their functions and responsibilities as referred to in Policy Statement R2/1A, to conduct regular discussions with their CEs and to assess their progress in accordance with the guidelines set out in the Training Schedule (Form AC7) and Policy Statement R2/1A. Since the effectiveness of mentors will continuously be monitored, Council will attach much value to the opinion of deserving mentors as to the registrability (or otherwise) of their CEs.
- 3.8 It is not expected of mentors to take responsibility for the day-to-day supervision and training of CEs. Mentors/employers should, however, ensure that competent persons, preferably registered with ECSA, are available to oversee the training on a regular

basis. Mentors should satisfy themselves as to the competency of these persons. In civil engineering they are referred to as "Supervising Civil Engineers" (SCE)

Chapter 4

The Process of Training

- 4.1 CEs training under a CU (Chapter 3) must follow the instructions in the Training Schedule (Form AC7) and discuss their progress with their mentors at quarterly intervals. Training reports, which must be updated regularly, form an essential part of the monitoring process, and these reports must be filled in on the correct form (Form A2.1) of the application documents.
- 4.2 It is a requirement that CEs who are aspiring to become professional engineers (ECSA) and corporate members (SAICE) should, with the assistance of their mentors, achieve their training objectives by structuring their training in such a way as to cover the various elements of training referred to in Policy Statement R2/1A and in the Training Schedule (Form AC7). This includes all the training objectives to be addressed during their training period. The competence level required in respect of all elements is also listed in the Training Schedule (Form AC7).
- 4.3 It is not prescribed in which sequence the various objectives and competencies are to be achieved - as long as all the elements have been addressed by the time the CEs are ready to apply for registration with ECSA and membership of SAICE. The tempo at which CEs progress through their training is determined by themselves, their mentors and other factors, such as the state of the economy and availability of training opportunities.
- 4.4 Mentors should only certify a particular objective in the Training Schedule (Form AC7) once they are satisfied that their CEs have achieved the desired competence level for that objective. When certifying an objective, mentors must indicate the date on which certification took place.
- 4.5 In the event that CEs, training under a CU, decide to change employers, they should ensure that they continue their training under another CU registered by their new employers. CEs should also ensure that their new employers provide mentors to guide them through the remainder of their training period and to take over where the previous mentor ended. It may even be advisable to retain the previous mentor, if this is at all practicable. If their new employers do not have a registered CU, CEs will be considered in terms of the "experience appraisal" procedures (Chapter 7).
- 4.6 Once all the objectives have been achieved and certified, the CEs should, in principle be registerable, and could then apply for registration as a professional engineer (ECSA) and/or for corporate membership of SAICE. Depending on the circumstances, and provided that they have faithfully and studiously pursued the training objectives as set out in the Training Schedule, CEs may expect to take a minimum of three years to achieve acceptable competence in all the prescribed objectives.
- 4.7 For more information about CEs who have not completed their full training under a CU, please refer to "experience appraisal" (Chapter 7).
- 4.8 Regardless of whether or not CEs have trained under a CU, they are required to show evidence of continuing learning. This concept includes continuing education and professional development. SAICE issues a special record book for continuing learning and this should be used.
- 4.9 Continuing learning may include courses, self-study, technical conferences, seminars, symposia, organised site visits, and meetings of professional bodies. The programme

of continuing learning should achieve a balance between technical content and managerial/professional aspects.

- 4.10 The mentors of CEs training under a CU should suggest suitable continuing learning programmes on a consultative basis. The mentors will be responsible for certifying when any part of a continuing learning program has been met.
- 4.11 CEs who did not train under a CU, must make their own arrangements to follow a continuing learning programme, and attendance at these programmes must be certified by their employers.
- 4.12 To assist with identification of suitable courses, SAICE publishes on its website, <http://www.civils.org.za>, an events database, which contains information about available courses listed by region and topic. In addition, the Local Branches or Divisions of the Institution may assist in advising on courses which are available in their areas, including in-house courses run by employers for the benefit of their own staff, but which are also open to non-employees.

Chapter 5

The Process of Applying for Registration

- 5.1 When applying for registration, and, assuming that the Training Schedule (Form AC7) and Training/Experience Report (Form A2/1) have been completed during the course of their training, CEs should also complete those uncompleted portions of the application form (i.e. personal details, training summary etc.).
- 5.2 ECSA will only consider an application to be complete once the following documentation has been received:
 - (i) Personal details, qualifications, proof of membership of Institutes, etc. and affidavit (Form A1.1 and A1.2);
 - (ii) Summary of Training Periods (Form A2.2);
 - (iii) Training Schedule duly signed by mentor(s) during training period (Form AC7.1 and AC7.2) (see § 5.3);
 - (iv) Interview Record (Form AC8);
 - (v) Training/Experience Report (2 000 words), completed during training period, (Form A2.1);
 - (vi) Project Report (4 000 words) (see § 5.4);
 - (vii) Record of continuing learning to date (see § 4.8);
 - (viii) Confidential Referee Reports, forwarded directly to ECSA by referees, or if placed in sealed envelopes and attached to the application (Form A4.1 & A4.2) (see § 5.6);
 - (ix) Certified copies of all qualification documents (see instructions in Sheet A1.1 of the application form);
 - (x) Proof of current membership of SAICE (if applicable) (see instructions in Sheet A1.2 of application form);
 - (ix) Application fee.
- 5.3 The Training Schedule will only be regarded as complete once the mentor has certified that all the training objectives have been met.
- 5.4 The purpose of the 4000 word typewritten project report is to demonstrate the CE's technical, professional and communication competence. It is not a repeat of the information given in the experience/training reports. The report should describe an engineering project or projects, which have been significant in the development of the candidate. Whilst it is preferable that the report should be confined to one project or part of a project, it is appreciated that various constraints during the training period could mitigate against this. In such cases the report may cover up to but no more than three projects. The emphasis, however, must be on the candidate's own contribution and should indicate an overall understanding of the relevance of this contribution to the project. Candidates should therefore indicate the

depth of their roles in the development of the projects and give the background to any important decisions for which they were responsible. Where appropriate the report should incorporate analyses, drawings and/or other illustrations, which are necessary or beneficial for an appreciation of the candidate's contribution to the project. Similarly cost data may be included to show that the candidate has an adequate understanding of the financial implications of decisions taken. It is noted that candidates should use the subject of the project report as their presentation during the professional review. The project report forms a major basis on which they are initially assessed both for the experience appraisal and later for the professional review, hence it is suggested that the selection of the project report subject should be discussed with their mentors. The report, which must bear the name and signature of the CEs, should be verified by their mentors as being their own work.

- 5.5 CEs who have trained under a CU, must indicate the registration number(s) of each employer's CU on their application form.
- 5.6 Referees, which could also include mentors, must complete the "Referee's Report" (Forms A4.1 & A4.25 of the application form) on each CE's performance and submit these reports directly to ECSA. The Referee's Report is a confidential report, which must provide referees the opportunity of expressing their professional judgement on the particular CE's professionalism. CEs who have had only one mentor during their entire training period should obtain an additional Referee's Report from at least one additional referee, who has personal knowledge of their engineering work.
- 5.7 Each application form contains detailed instructions on how it needs to be completed. CEs should acquaint themselves thoroughly with these instructions, as this will greatly assist them in expediting the processing of their applications.
- 5.8 CEs will not be accepted for a PR (see Chapter 6) unless their applications are duly completed, with all supporting documentation attached.

Chapter 6

The Professional Review (PR)

- 6.1 The PR constitutes a comprehensive review of CEs' ' engineering careers in the form of an interview, to assess the quality of their professional attributes and the level of competence achieved during their period of training.
- 6.2 The PR is designed to enable CEs to demonstrate that:
 - (i) they have acquired an understanding of the professional environment in which they work, including moral and ethical issues;
 - (ii) they have developed the ability to exercise engineering judgement, to make responsible decisions, to communicate lucidly and accurately, to identify and find solutions to problems and to implement these solutions; and that
 - (iii) they have achieved an acceptable level of technical knowledge and understanding in defined training objectives within the discipline of civil engineering.
- 6.3 The procedures preceding, during and subsequent to the PR will take place as follows-
 - (i) An assessment will be made of CEs who have trained under a CU throughout their training, for purposes of establishing their candidacy for the PR. Normally the training schedule, the training reports and the continuing learning record should provide ECSA with sufficient information to assess whether or not a CE should be admitted to the PR. (For the procedure to be followed in respect of CEs who have not trained under a CU see Chapter 7.)
 - (ii) CEs who are accepted as candidates for the PR will be advised accordingly and they will be required to present themselves for the PR, which will take place at appointed centres on pre-scheduled dates.

- 6.4 At the PR, CEs will firstly be interviewed and be given 15 minutes in which to make a formal presentation of their project report. Following this presentation, the reviewers will ask questions to assess whether the CEs have met the standards referred to in § 6.2. and in the Training Schedule (Form AC7). The entire interview will normally last between 45 and 60 minutes, but may extend to 90 minutes at the discretion of the Reviewers.
- 6.5 After the interview, CEs will be required to write two essays of one and a half hour's duration each. Apart from their specific objectives, the essays are also intended to test CE's ability to communicate clearly, and to marshal their thoughts and express them on paper in a clear and concise manner.
- (i) The first essay will be on one of two technical subjects set by the reviewers in the context of the training/experience report (Form A2.1) and the interview. The primary purpose is to allow CEs to expand upon particular aspects of their experience and technical knowledge.
 - (ii) The second essay will be on one of two topics selected by the reviewers from a list of topics published annually by SAICE. The primary purpose of this essay is to enable CEs to demonstrate that they have thought sufficiently about the role of the civil engineer in the community to be able to form a broad view of the social value of their work. CEs must also demonstrate that their knowledge of modern management concepts is sufficient to provide a foundation for the development of their leadership skills.

The list of topics is published annually, one year in advance, by SAICE. Guidelines on the assessment and grading of essays will be provided in the preamble to each list. Whilst SAICE will do everything in its power to publish the list as widely as possible, it will be the responsibility of all CEs to obtain copies of the list well in advance, so as to enable them to prepare fully for their PR. Copies of the list will be obtainable from SAICE once the new system of training is announced.

- 6.6 At the conclusion of the PR, the reviewers will submit their recommendations to ECSA, where the Professional Advisory Committee on Civil Engineering will moderate and decide on CEs' registrability, or otherwise.
- 6.7 Successful CEs will be registered as professional engineers and, if they have applied for corporate membership, be confirmed by SAICE as corporate members (MSAICE).
- 6.8 Successful CEs will be required to repeat the PR at some future date, which will depend on the nature and extent of the CEs deficiencies. CEs who have failed only the essays, will be required to rewrite the essays at the next scheduled round of PRs, normally six months later.

Chapter 7

Experience Appraisal

- 7.1 The applications of candidates (whether registered as CEs or not), who have not completed their full training under a CU will be subjected to an "experience appraisal". The purpose of the experience appraisal is to determine whether a person can be declared a suitable candidate for the PR referred to in Chapter 6.
- 7.2 Refer to § 5.2 for the required documentation.
- 7.3 The major difference between those persons who have not trained under a CU and those CEs who have in fact done so, is that the Training Schedule will not have been certified by a mentor. ECSA will automatically assume that the candidates have not enjoyed the same quality of guidance, unless the contrary is proved.

- 7.4 ECSA will assess whether these candidates have demonstrated that they have achieved the required level of competence and acquired the professional attributes specified in these guidelines. These candidates must also complete the same Training Schedule (Form AC7) referred to in § 4.2 to § 4.6 above, except that they would certify themselves when and how the training objectives had been met, or have their schedule certified by a professional engineer who may not be registered as a mentor.
- 7.5 Before deciding on a person's candidacy for the PR, it may in some cases be necessary for ECSA to call a person in for an interview.
- 7.6 If candidates appear not to have achieved the objectives, they will not be granted a PR at this stage and be advised as to the reasons for refusal to enable them to correct the deficiencies in their training.
- 7.7 Once these candidates have corrected their deficiencies, they will be welcome to re-apply by submitting details of their remedial actions and ECSA will again assess their training for purposes of accepting them as candidates for the PR.
- 7.8 Depending on the circumstances, and assuming they have not trained under a CU, these candidates may expect to take longer to achieve acceptable competence in all the prescribed objectives.

(960901) **Form AC7.1**

Training Schedule

PREAMBLE

The Training Schedule presents a convenient way in which CEs can record their progress towards meeting the registration requirements and will assist them in monitoring and displaying their achievements which are not covered directly in the project and training reports.

The following achievement levels (which are progressive, where 2 includes 1, 3 includes 2 and 1 etc), are applied to the various "Training Objectives". The required level of achievement is indicated for each objective: -

1. **APPRECIATION**
CEs must demonstrate that they have a general appreciation of the subject matter as well as of the reasons for its inclusion in the training programme.
2. **KNOWLEDGE**
CEs must demonstrate that they have sufficient knowledge of how to carry out the processes that are necessary to meet the objectives. This knowledge would be in addition to "appreciation" mentioned in 1 above.
3. **EXPERIENCE**
CEs must demonstrate that they have, independently or under supervision, performed the processes relating to each objective. Experience of the relevant techniques and functions must be gained in addition to "appreciation" and "knowledge" mentioned in 1 and 2 above.
4. **CAPABILITY**
CEs must demonstrate that they have the capability, independently or (at most) with limited guidance, of performing the process and making the decisions required to reach the objectives of each element and also that they have the capability of leading or supervising others in the process. This capability must be in addition to "appreciation", "knowledge" and "experience" stated in 1, 2 and 3 above.

CEs' progress should be assessed, preferably through an interview, by their mentors on a quarterly basis. These interviews need not be very formal but should be comprehensive enough to enable the mentors to determine the qualitative aspects of CEs' training.

The column "First Date Involved" in the Training Schedule indicates the date on which the CE is actually exposed, for the first time, to a training objective. This column will normally be completed in by the CE. Where an objective indicates a progressive standard, mentors should initial the relevant column and state the date on which each consecutive standard has been achieved.

Once the mentors are satisfied that the "Required Level" has been achieved for each specific "Training Objective", they should initial the relevant column and record their registration numbers and the dates on which the relevant standards have been achieved. No further assessment is then required for that specific objective.

At the conclusion of each interview, mentors should also complete the "Interview Record" (Form AC8), which is intended to show the frequency of interviews held with the CEs.



Training Objectives		Required Level	First Date Involved	Date of Assessment				Mentor's Signature
				1	2	3	4	
PROFESSIONAL ATTRIBUTES								
1.0	PROFESSIONAL ENVIRONMENT							
1.1	General appreciation of engineering procedures applicable to civil engineering	1						
	<p>Read the information brochures provided by:</p> <p>South African Institution of Civil Engineering (SAICE) South African Association of Consulting Engineers (SAACE) South African Federation of Civil Engineering Contractors (SAFCEC)</p> <p>Discuss the procedures with your mentor at a quarterly interview</p>							
1.2	Show a working knowledge of the Engineering Profession Act, 2000, (Act 46 of 2000), its Rules, and the SAICE constitution and by-laws	2						
	<p>Read all these documents with special attention to the Code of Professional Conduct for registered persons</p> <p>Discuss the documents with your mentor at a quarterly interview</p>							
1.3	Relationships between Organisations	2						
	<p>Display a working knowledge of the roles of and interaction between organisations such as:</p> <p>Engineering Council of SA (ECSA) Engineering Association (SAVI) SA Institution of Civil Engineering (SAICE) SA Association of Consulting Engineers (SAACE) SA Federation of Civil Engineering Contractors (SAFCEC) Building Industries Federation South Africa (BIFSA)</p>							
1.4	Structure of organisation where CE is employed	2						
	<p>Study all available organisation charts. Write a report on the management structure of your organisation/project team, defining your roles and responsibilities</p>							
1.5	ECSA Policy Document R2/1A	2						
	<p>Study the document. Discuss your planned training programme with your mentor</p>							

TECHNICAL COMPETENCE								
2.0	DEVELOPING AN ENGINEERING BRIEF <i>(Understanding the assignment)</i>							
2.1	Accurate identification and definition	3						
	Take an active part, probably in a supporting role, in researching, compiling and assessing basic data, background information and the meaning and purpose of an assignment. Record your involvement in a report to your mentor and demonstrate the process by which the assignment was finally and properly defined.							
2.2	Systems Approach	3						
	It is generally accepted that to ensure a holistic (all encompassing) solution to a problem, all relevant aspects are to be taken into account.							
	In reports to your mentor, record how, out of your own experience, you were involved in adopting the wider approach in defining problems.							
2.3	National and International standards, Codes of Practice, Environmental Requirements, etc	3						
	List the documents you have used. Discuss their relevance to your work in your reports to your mentor.							
3.0	DESIGNING A SOLUTION							
3.1	Resolution of an engineering brief	3						
	This will involve compiling all relevant data acquired during the investigation period and a statement of the analytical work completed. Alternative Solutions This will involve the technical and financial evaluation of alternatives by, for example, assisting with a feasibility study covering aspects such as: <ul style="list-style-type: none"> Concepts and precedents Sources of information Estimates and budget quotations Quick design methods Writing, production and interpretation of feasibility reports Briefs for detail design In a report to your mentor produce your preferred solution, with justification, showing throughout (or by an accompanying statement) how this work contributed to the solution of the problem and identify the major factors on which the solution depended for accuracy or completeness.							

3.2	Present the solution to a problem	4							
	This will involve producing documentation on the solution including diagrams, charts and/or detailed drawings using acceptable standards. In a report to your mentor present the example for discussion and approval.								
3.3	Choice of construction material when deciding on a solution	2							
	Read supplier's instructions for use of patent materials. Read SABS specifications on civil engineering materials (naturally occurring processed and manufactured). List all references. Discuss the choice and use of prescribed materials for a specific solution with your mentor.								
4.0	DOCUMENTATION								
4.1	This involves acquiring an appreciation that technical specifications are an essential part of a solution to the problem.	3							
	Select or write a specification and/or amend an existing specification for a particular item of work Discuss a specification used in your work with your mentor.								
4.2	Costing of solutions to problems by taking off quantities and doing cost estimates	3							
	Present examples to the mentor for discussion and comment.								
4.3	Safety	3							
	State in a quarterly report which regulations apply and what safety criteria you have followed in the course of implementing solutions.								
5.0	IMPLEMENTATION								
5.1	Know how all parties to a contract exercise their duties and responsibilities	2							
	In a report to your mentor, demonstrate your knowledge of the duties and responsibilities of all parties to a contract and discuss the practical application of the various documents forming a particular contract, with your mentor.								

5.2	Know the procedure for the issuing and/or receipt, registration and filing work instructions and/or drawings and amendments	3							
	Gain practical experience of these procedures and demonstrate this experience in a report to your mentor.								
5.3	Keep an accurate daily record of events and instructions	4							
	Keep an up-to-date, accurate daily diary for inspection by your mentor.								
5.4	Read and co-ordinate drawings and/or implement work instructions by being involved on a day-to-day basis in the process.	4							
	Demonstrate your competence by the quality of your work and discuss this with your mentor.								
5.5	Participate in the dimensional control and accuracy of the work you are implementing or controlling.	4							
	Demonstrate your competence by the quality of your work and discuss this process with your mentor.								
5.6	Know the use, performance and cost of equipment plant and/or labour resource.	2							
	Include in a report to your mentor a list of all major items of which you have first-hand knowledge. Discuss your experience with your mentor.								
5.7	Plan and programme section of work and be involved in progress monitoring and reporting.	4							
	Discuss programme with your mentor.								
5.8	Measure and record or independently check work done for payment purposes.	4							
	Take part in this work for the preparation of checking of Interim Valuations and/or Final Accounts Demonstrate your involvement to your mentor.								
5.9	Have a critical approach to safety matters in the implementation process and to the observance of safe working practices.	3							
	Know your responsibilities relating to safety and be familiar with legislation relating to your particular work. Appreciate good safety practices relevant to your work by reference to your company safety manual. Emphasize your involvement in safety matters in a report to your mentor.								

Interview Record

(960901) **Form AC8**

Full Name of Applicant: _____

All interviews with your mentor must be recorded on the following schedule:

Date	Period number	Name of Mentor and ECSA Registration Number	Mentor's initials

Name and ECSA Registration Number of certifying Mentor: _____

Signature of Applicant: _____ **Date:** _____

