



**ENGINEERING COUNCIL
OF
SOUTH AFRICA**

POLICY

**FOR THE ACCREDITATION OF
ENGINEERING TECHNOLOGY PROGRAMMES**

**NATIONAL DIPLOMA: ENGINEERING AND BACCALAUREUS TECHNOLOGIAE DEGREE:
ENGINEERING**

**AS THE STAGE 1 PRE-REQUISITE FOR THE
PURPOSES OF REGISTRATION**

Approved by the Technology Programme Accreditation Committee (TPAC)

on 29 April 2013

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Revision 4

POLICY

FOR THE ACCREDITATION OF ENGINEERING TECHNOLOGY PROGRAMMES

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Section 1

POLICY – (BASIS FOR ACCREDITATION)

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POLICY

INTRODUCTION

In terms of Section 13 of the Engineering Profession Act, 2000 (Act No. 46 of 2000) the Engineering Council of South Africa (ECSA) must conduct accreditation visits to any education institution at least once during Council's term of office (four years). ECSA must either conditionally or unconditionally grant, refuse or withdraw accreditation with regard to all educational institutions and their educational programmes in respect of engineering. This duty is done in consultation with the Council on Higher Education (CHE).

The word 'programme' as used in this document means the educational activities that lead to the award of a qualification that is recognised as part of the requirements for registration. In assessing a programme ECSA considers all the factors that influence the standard of the outcomes achieved. The criteria used during 2000 visit as amended, will be used for visits to any education institution offering higher education engineering programmes. This is in accordance with an agreement reached after the regular visits in 2000, at the meeting held at ECSA on 27 September 2000, that the accreditation process and criteria would only be changed when significant change to the specification of the programmes or the assessment process is in place.

Universities of Technology, Comprehensive Universities and Private Providers offering Engineering Technology Programmes will here after, be referred to as Engineering Technology Programme Education Providers.

(The changes made in this revision of the Policy for the Accreditation of Engineering Technology Programmes address the requirements of the Engineering Professions Act, 2000 (Act No. 46 of 2000) as referred to above).

ECSA carries out accreditation of programmes offered by Engineering Technology Programme Education Providers to establish:

- Whether the qualifications awarded from the programmes meet the educational requirements leading towards registration as Professional Engineering Technologists, Professional Certificated Engineers or Professional Engineering Technicians.
- Whether the graduates from the respective programmes are ready for employment and are equipped to continue learning throughout their careers.
- To establish the international comparability of the programmes.
- To assure the public of the quality of the programmes.
- To encourage improvement and innovation in engineering education in response to national and global needs.

Currently ECSA accredits only the National Diploma: Engineering and the Baccalaureus Technologiae Degree: Engineering qualifications that are offered by Engineering Technology Programme Education Providers.

The purpose of this document is to record Council's policy and procedures concerning the evaluation and accreditation of the National Diploma: Engineering and the Baccalaureus Technologiae Degree: Engineering as offered by Engineering Technology Programme Education Providers. These qualifications are selected, as they are the benchmark qualifications for the educational component of the requirements for registration as Professional Engineering Technologists, Professional Certificated Engineers and Professional Engineering Technicians.

It must be noted that major developments are taking place in education and training and are being facilitated by the Council for Higher Education (CHE) and the National Skills Act, 1998 (Act No. 97 of 1998). These developments will affect the work of engineering practitioners and the related education and training in the future. This means that this policy may need to be reviewed and revised to ensure relevance on a regular basis during the next few years.

ECSA is in consultation with the CHE regarding accreditation of engineering programmes. In addition ECSA has invited the CHE to observe the accreditation visits, in terms of the Memorandum of Understanding between ECSA and the CHE (signed in 2012).

This guideline is based on the following official documents:

- 1 ECSA Policy Documents relevant to Acceptable Engineering Work for Candidate Registration as a Professional in the following categories:

R2/1B	Technologist
R2/1D	Certificated Engineer
R2/1C	Technicians

- 2 Rules of Conduct for Registered Persons

- 3 International Accords:

Dublin Accord	(National Diploma)
Sydney Accord	(Baccalaureus Technologiae)

1.1 BENEFIT OF ACCREDITATION

Accreditation of any Engineering Technology Programme Education Providers programme means that it is recognised as satisfying the minimum educational criteria prescribed for the relevant cadre of engineering practitioner as defined by ECSA. In addition it is judged that the programme is expected to continue to meet these criteria for a period of up to four years.

For accreditation the qualification as presented must comply with ECSA's requirements.

The benefit of accreditation of a National Diploma Engineering programme is that graduates of the programme are recognised as meeting the educational requirements toward registration as a Candidate Professional Engineering Technician. Some of the engineering programmes address the educational requirements leading to the award of the Government Certificates of Competency as Electrical or Mechanical Engineers, or Mine Managers or Marine Engineers.

The benefit of accreditation of a Baccalaureus Technologiae Engineering programme is that graduates of the programme are recognised as meeting the minimum educational requirements toward registration as a Candidate Professional Engineering Technologist. Some of the engineering programmes address the educational requirements leading to the award of the Government Certificates of Competency as Electrical or Mechanical Engineers, or Mine Managers or Marine Engineers.

In addition accreditation will:

1. Confirm that the graduates from the respective programmes are ready for employment and are equipped to continue learning throughout their careers.
 - The Dublin Accord requirements of the International Engineering Alliance (IEA), in the case of the National Diploma: Engineering, and
 - The Sydney Accord requirements of the International Engineering Alliance (IEA), in the case of the Baccalaureus Technologiae Degree: Engineering.
2. Confirm that the qualification has a benchmark that can be used to establish its comparability with international qualifications.

3. Assure the public of the quality of the programme.
4. Encourage improvement and innovation in engineering education in response to national and global needs.

1.2 RECOGNITION OF THE AUTONOMY OF ENGINEERING TECHNOLOGY PROGRAMME EDUCATION PROVIDERS

ECSA is required to accredit Engineering Technology Programme Education Providers in terms of Section 13 of the Engineering Profession Act, 2000 (Act No. 46 of 2000) in liaison with these educational institutions. Between accreditations, the Engineering Technology Programme Education Providers are expected to inform ECSA of any significant changes which may affect the accreditation status of a programme and if necessary, to initiate a re-evaluation of the programme.

ECSA will endeavour to conduct accreditations in association with other quality assurance bodies including ETQA's. In entering such arrangements, the Technology Programme Accreditation Committee (TPAC) shall be satisfied that ECSA's documentation, on-site visit and evaluation requirements are complied with. The mutual arrangements shall be confirmed in writing before commencement of Education Training and Quality Assurers (ETQA), accreditation arrangements.

ECSA sets minimum standards for registration requirements. Engineering Technology Programme Education Providers have the flexibility to construct programmes (currently these lead to the award of the National Diploma: Engineering and the Bacca laurea Technologiae Degree: Engineering qualifications) to suit specific requirements and conditions.

1.3 ENGINEERING TECHNOLOGY PROGRAMME EDUCATION PROVIDERS CONSIDERED FOR ACCREDITATION

ECSA will consider accrediting programmes in engineering at South African Engineering Technology Programme Education Providers and at providers in other countries in compliance with the requirements of the International Engineering Alliance (IEA) and the Council of Higher Education (CHE), which have the following contents:

1.3.1 National Diploma: Engineering Technology Programme

- A mathematical and engineering science foundation.
- Laboratory work integrated with theoretical lectures.
- An experiential training component.
- Formative elements indicated in the South African Qualifications Authority (SAQA) critical cross-field outcomes as required for middle and higher level occupations (see sub-section 2.4 in Section 2).
- A foundation for applying the following in the work situation – professional and entrepreneurial practice, management, social and environmental sensitivity.

1.3.2 Baccalaureus Technologiae Degree: Engineering Technology Programme

- The application of an advanced level (higher than the National Diploma: Engineering) of mathematical, science and technological knowledge.
- An emphasis on design and problem solving methodology leading to the innovative application of engineering technology and at least one justifiable industrial project must be undertaken.

- Formative elements indicated in the SAQA critical cross-field outcomes as required for middle and higher level occupations (see sub-section 2.4 in Section 2).
- A Foundation for applying the following in the work situation – professional and entrepreneurial practice, management, social and environmental sensitivity.

Each programme leading to the National Diploma: Engineering or Baccaureus Technologiae Degree: Engineering as identified individually by the Engineering Technology Programme Education Providers is accredited separately.

1.4 ACCREDITATION

Accreditation visits are conducted by ECSA for:

1.4.1 New Programmes

1.4.1.1 Introduction

ECSA does not accredit proposed new programmes; such programmes which are endorsed by ECSA are referred to the Higher Education Qualification Committee (HEQC) of the Council for Higher Education (CHE). ECSA assists the HEQC according to the procedure described in clause 5.1 of E-10-P.

CHE should however inform ECSA in respect of the permission to offer the new programme once such permission has been granted, and from when.

1.4.1.2 Provisional Accreditation

An interim visit may take place midway during the first offering of the programme. If the infrastructure is in place and is found to be acceptable, ECSA will usually grant provisional accreditation to a new programme until the first cohort of students have received the qualification. After the first cohort of students has completed their qualification an accreditation visit is required to review the standards achieved/results of the qualification.

1.4.2 Regular Visit (For Regular Evaluation of Fully Accredited Qualifications)

Accreditations are carried out in a four-year cycle in terms of the Engineering Profession Act, 2000 (Act No. 46 of 2000) and the Engineering Technology Programme Education Providers will be advised of the cycle of visits timeously.

1.4.3 Interim Visit (For Re-evaluation of Non-conforming Programmes)

ECSA may require an interim visit to review the status of the deficiencies and concerns identified at the regular visit, and any new deficiencies and concerns that may have arisen as a consequence of addressing or not, the existing deficiencies and concerns as stated in documentation forwarded to the Engineering Technology Programme Education Providers after the relevant TPAC meeting.

1.4.4 Final Visit

It is a visit to a programme which had been given notification of termination of accreditation by TPAC after the deficiencies and concerns had still not been adequately addressed at the follow up visit. There are no further opportunities for an Engineering Technology Programme Education Provider to rectify concerns or deficiencies.

1.4.5 For a Qualification that has been Revised

When material change to an accredited qualification as described in 1.4.4 occurs or is desirable/necessary, ECSA may judge that additional investigation is required. ECSA will indicate this requirement to the Engineering Technology Programme Education Providers and may require a visit within a short period of time (typically within one month).

1.4.6 Accreditation Decisions

Decisions of the TPAC on each programme are based on the accreditation team's findings. Non-conformance of a qualification to the requirements/criteria/elements as identified by the accreditation team is classified as follows:

- (a) **Deficiency:** A condition or combination of factors related to a programme that is not in conformance with accreditation criteria that prevent full-term accreditation being granted. A deficiency must be remedied and compliance must be verified. A deficiency could result from the cumulative effect of a number of issues, each of which taken in isolation would not preclude accreditation. One or more deficiencies preclude accreditation until the next regular visit and require an interim evaluation of the programme.

- (b) **Concern:** A matter which an accreditation team believes adversely affects the quality of the programme but which does not preclude granting of accreditation. Concerns must be satisfactorily resolved by the next regular or interim visit. A concern not resolved by the next visit may then automatically be judged to be a deficiency.

- (c) **Comment:** Communicates to the academic unit the impressions of the accreditation team, commendations or constructive criticism on negative factors which are not classified as deficiencies or concerns but which could become concerns or deficiencies if not addressed over time.

The decisions that the TPAC will make resulting from an accreditation process fall into the following classes:

- i. Full accreditation is granted to a programme that has no identified deficiencies for a period extending to the next regular visit.

- ii. Conditional accreditation is granted to a programme with identified deficiencies for a specified time. An interim visit is required before the specified time expires, during which the deficiencies will be re-evaluated. The duration of the time granted would be set according to the impact of the deficiencies on the competency of the individuals completing the qualification and the reasonable time required to remedy the deficiencies. The criteria will be determined independently for each qualification.
- iii. Conditional accreditation is granted to a programme with identified deficiencies for a time specified by ECSA with the requirement that an interim report describing the change of status of the deficiencies and concerns is submitted by the Engineering Technology Programme Education Providers for review by ECSA. The Engineering Technology Programme Education Providers undertakes to submit this report before the date specified (normally within six months). This option will be used when it is expected that a report will provide adequate proof that the deficiencies and concerns are remedied. If the report is not adequate ECSA will take appropriate action.
- iv. Provisional accreditation is granted to a new programme until the first cohort of students has received the qualification.
- iv. Accreditation is granted to a programme for one year with notice to terminate accreditation when persistent deficiencies are identified and remedial activity does not meet the criteria required.
- v. Accreditation is summarily withdrawn from a programme in the case of a qualification that was previously accredited but has serious deficiencies and there is no reasonable likelihood of these deficiencies being rectified in a reasonable time, or within the notice to withdraw period.
- vii. Accreditation is withheld from a programme that was not previously accredited and has serious deficiencies and there is no reasonable likelihood of these deficiencies being rectified in a reasonable time.

1.4.7 Compatibility of decisions within previous Accreditations

The relationship between types of decisions defined previously is as follows:

- i. Full accreditation is replaced by accreditation until the next regular visit.
- ii. Programmes not granted full term accreditation due to one or more deficiencies requires an interim visit. This accreditation decision is granted until the findings of the interim visit have been tabled at the TPAC meeting. The first period is deemed to have accreditation granted with the requirement of an interim visit.
- iii. Programmes not receiving full accreditation for a second consecutive period after an interim visit are deemed to be on notice to terminate accreditation.

1.4.8 Development and Material change during a period of Accreditation

Engineering and education are dynamic activities. Therefore it is expected that changes to qualifications will take place. Accreditation will be reviewed if any material changes are made to the programme during the period of accreditation. The Engineering Technology Programme Education Providers are expected to notify ECSA of such changes. Material change as considered by ECSA includes but is not limited to the following that will affect the outcomes achieved:

- i. Changes of key staff including but not limited to the person responsible for the qualification and individuals responsible for components of learning.
- ii. Changes of purpose of the programme.
- iii. Changes of the criteria of the programme.
- iv. Changes of the learning strategy.
- v. Changes of the assessment method.
- vi. Changes of the resources.
- vii. Changes in the programme content including the acceptance of alternative subjects.

1.4.9 Programmes Delivered at Multiple Sites

The Technology Programme Education Provider offering programmes at more than one site must indicate at the initial stage of setting up the visits the sites of delivery, programmes delivered at each site, persons responsible for programmes and sites and the way that the programmes are designated and identified on the qualification certificate and academic transcript.

In the case of an identically designated programme that is offered at more than one site, accreditation visits must be carried out at every site and the accreditation team(s) must report and recommend on the programme at each site individually. If the Engineering Technology Programme Education Provider identifies the site of delivery on the qualification certificate, a separate accreditation decision must be made on every site by the accreditation committee. The decision may be different from site to site.

If the Engineering Technology Programme Education Provider does not identify the site of delivery on the qualification certificate or transcript, a single accreditation decision must be made that is applicable to all sites. A decision to accredit or not accredit for a period shall be based on all sites at least meeting the conditions that warrant the decision (the decision appropriate to the worst site will then apply to all sites).

1.5 WITHDRAWAL OR WITHHOLDING OF ACCREDITATION

- (a) Accreditation of an existing accredited programme may be withdrawn after two consecutive visits where the programme considered is judged to have persistent deficiencies.

- (b) ECSA reserves the right to withdraw accreditation at any time if the programme has become so deficient that the Engineering Technology Programme Education Provider cannot reasonably be expected to remedy the deficiencies within a reasonable time or is unwilling or unable to do so.

- (c) When an existing non-accredited programme is judged to be so deficient that accreditation is withheld, ECSA may set a minimum time appropriate to the circumstances before a reapplication for evaluation may be made.

1.6 TERMINATION/EXPIRY OF ACCREDITATION

Accreditation shall terminate at the end of the set period of notification of withdrawal, unless extended or converted to allow the evaluation process to be completed before the termination date.

The TPAC shall satisfy itself that ECSA has taken all reasonable measures to initiate the evaluation and that failure to arrange a visit is as a consequence of the Engineering Technology Programme Education Providers wishes, refusal or default. Expiry of accreditation without an evaluation visit shall be reported to ECSA Council, who will determine any course of further action.

1.7 DEFICIENCIES, CONCERNS, CRITICISM AND COMMENTS

In reporting to the TPAC, an accreditation team shall identify factors or circumstances that, in its opinion, adversely affect the standard of the programme. The team shall advise whether these factors or circumstances indicate withdrawal of accreditation or granting of accreditation for a limited period, subject to the specified issues in the academic and/or practical component being addressed within the period.

Where the advised factors or circumstances have to be met before accreditation is granted, the Engineering Technology Programme Education Provider must be given the freedom to determine the way it will bring about the required improvements.

In addition, the team is encouraged to make constructive comment and offer constructive criticism, which will benefit the programme.

Deficiencies, concerns, constructive comments and constructive criticism must be raised with the head of department and relevant staff members at interviews during the visit. These will be confirmed in the report.

1.8 ACCREDITATION TEAM

1.8.1 Appointment of the Engineering Technology Accreditation Team

An accreditation team is appointed to evaluate both the National Diploma: Engineering and the Baccalaureus Technologiae Degree: Engineering programmes. The TPAC appoints a team in consultation with relevant bodies such as professional institutions, Universities of Technology, Comprehensive Universities, Private Providers and industry.

A visit leader/chairperson will be appointed for the accreditation visit. Programme teams are established for the accreditation of each programme.

Names of the proposed team members shall be submitted to the Dean for confirmation. The Dean must give a valid reason if an objection is raised in the selection of any team member. However, the final selection will be made by ECSA.

Persons may not serve as Visit Leaders, Team Leaders, members of teams or as observers if they have any relationship with the provider concerned to such an extent that their judgment maybe unduly influenced by such relationship (i.e. staff or members of the provider's advisory committees or internal review panel), provided that this restriction does not apply to persons who act as external examiners for the provider.

1.8.2 Composition of the Accreditation Teams for all Visits

1.8.2.1 The minimum team per programme of Engineering Technology

The minimum team comprises of a core of three.

If the course is relevant for registration of Professional Certificated Engineers, at least one Professional Certificated Engineer must be included in the team.

Where there are qualifications with areas of specialisation at least one member of the team should be competent to assess each area of specialisation.

1.8.2.2 The preferred team composition of the programme/branch team

The preferred composition of the team will include representation from the following:

- Two or more members who are in the industry served by the qualification being evaluated.
- One or two members who are active in the profession.
- One or two members who are academics or who have had significant recent academic experience in the discipline of the National Diploma: Engineering and/or Baccalaureus Technologiae Degree: Engineering programme being evaluated.
- Representation of the teaching profession who have recent experience in presenting this or a similar programme.
- A team leader is appointed from within the team and may in turn; appoint a rapporteur for each programme/branch to be evaluated. The team leader retains full responsibility for the final ECSA accreditation visit report.

The typical maximum size of an ECSA accreditation team will consist of four or five. However additional members may be appointed for programmes in which a number of alternative subjects/options require investigation. Assessors must be registered with ECSA

and have undergone accreditation assessor training. The team leaders may draw on specialist expertise from unregistered assessors.

Where two or more programmes are simultaneously being evaluated and have significant overlap in engineering content, the teams may have common membership. The leaders shall ensure that the reduced numbers of members are registered, experienced assessors, able to address all the functions.

The member's individual specialities should be spread as far as numbers permit across the sub-disciplines of the qualifications.

One of the team should, if possible, be a member of TPAC. Two or more members of the team should have had previous experience of accreditation visits and must be registered and be well-experienced members of the profession.

1.8.2.3 Visit Leader's Responsibilities

A visit leader appointed by the TPAC, who shall be a registered person with accreditation experience, will accompany the delegation. The visit leader's responsibilities include:

- i. Assist in selection of the Deputy Visit Leader;
- ii. Finalisation of the team membership;
- iii. Finalisation of the visit timetable;
- iv. General co-ordination and problem solving during the visit, liaison between teams on matters of mutual interests;
- v. Courtesy visits to executive officers of the Engineering Technology Programme Education Providers;
- vi. Meeting with student leadership;
- vii. Assisting team leaders to produce consistent recommendations across teams and across visits;
- viii. Endorsing the teams' recommendations;

- ix. Ensure that the Visit Leader's Report and Team Leaders report are sent to the Dean for factual correctness;
- x. Presentation of reports at the TPAC meeting;
- xi. Post visit evaluation of process and team performance;
- xii. Identification of potential team and visit leaders for training for future visits; and
- xiii. Where the Visit leader deems it necessary a meeting may be convened to identify and consolidate systemic and other relevant issues.

1.8.2.4 Team Leader's Responsibilities

The team leader is expected to perform the following functions:

- i. Assist with selection of remaining teams members;
- ii. Before the visit, read the documentation fully and call for comment by team members in order to identify issues that require investigation and instances where additional information is required;
- iii. During the visit, ensure that all necessary information to support the team's findings and recommendation is collected and verified;
- iv. Allocate duties to team members;
- v. Ensure that all deficiencies, concerns and comments are identified to the Head of Department during the visit;
- vi. Ensure that the draft report is written by the end of the visit;
- vii. Ensure that the final report is produced, approved and signed by the team and submitted to the ECSA Secretariat; and
- viii. Appoint rapporteur/s if deemed necessary.

1.8.3 Training of the Accreditation Team

ECSA will provide training of the core team by providing compulsory training for the accreditation team.

1.8.4 Observers

The policy on observers is contained in Council's Document G10 and/or clause 7 of E-10-P. The permission of the Dean for such observers to attend accreditation visits is required prior to the visit.

1.9 CONFIDENTIALITY

Apart from reflecting the outcome of each accreditation evaluation in the list of recognised programmes, ECSA will not divulge details of investigations, documentation, correspondence and discussions between ECSA, the accreditation team and the Engineering Technology Programme Education Provider concerned without the approval of the Engineering Technology Programme Education Provider. ECSA may supply team and the visit leader reports to the CHE in terms of agreements that are in force from time to time and to co-signatories of International Accords to which ECSA is a signatory for the respective types of programmes. All accreditation team members must abide strictly by the rules contained in ECSA's Code of Conduct.

1.10 LIST OF ACCREDITED QUALIFICATIONS

Annually ECSA publishes a list of all qualifications accredited at that time and in the past. The list shows the initial year of the accreditation period(s). In the case of a programme no longer accredited, the termination date will also be shown.

Dates of validity of accreditation refer to the academic year in which the individual completes the requirements to obtain the qualification, including re-examination early in the following year.

Engineering Technology Programme Education Providers are expected to inform the learners of the current accreditation status of each National Diploma: Engineering, and the

Baccalaureus Technologiae Degree: Engineering programmes and changes to the status of the accreditation of these programmes.

Engineering Technology Programme Education Providers are encouraged to publish the status of the ECSA accredited National Diploma: Engineering and the Baccalaureus Technologiae Degree: Engineering which they offer.

Any applicant applying for registration as a Candidate who has obtained a qualification during a period when accreditation has been withdrawn will be required to attend an interview to ascertain the level of academic achievement.

1.11 DELEGATION OF AUTHORITY TO GRANT, WITHHOLD OR WITHDRAW ACCREDITATION LEADING TO REGISTRATION

ECSA Council delegates authority to the TPAC to grant accreditation to National Diploma: Engineering and the Baccalaureus Technologiae Degree: Engineering programmes.

ECSA Council delegates authority to its Education Committee (EC) to withdraw accreditation of the National Diploma: Engineering and the Baccalaureus Technologiae Degree: Engineering programmes on the recommendation of the TPAC. EC may refer any case to Council for a final decision.

The TPAC will in addition:

- Consider and develop policy matters relating to accreditation of Engineering Technology Programme Education Providers qualifications for recommendation to the EC and Council,
- Maintain guidelines on accreditation policy and practice,
- Approve accreditation visit schedules, reporting deadlines and meeting dates,
- Maintain a list of past and potential members of accreditation teams,
- Call for nominations in consultation with the professional bodies, and other stakeholders,

- Appoint the accreditation teams,
- Take responsibility for the training of the accreditation team and staff,
- Through the visit leader, appoint the team leaders for the discipline/branch accreditation teams for each qualification,
- Brief the teams prior to the visits,
- Approve observers with the prior approval of the Dean who attend accreditation visits on behalf of ECSA and the International Engineering Alliance (IEA),
- Consider all reports by accreditation teams,
- Grant or withhold full term and provisional accreditation of qualifications,
- Recommend withdrawal of accreditation to the EC,
- Note and record expiry of accreditation periods without the Engineering Technology Programme Education Providers initiating an accreditation visit as specified in sub-section 1.6 and to report such expiry to Council/EC,
- Issue annually a list of accredited qualifications from Engineering Technology Programme Education Providers,
- Report to EC decisions taken in terms of delegated powers,
- Promote and monitor activities providing mutual verification of accreditation standards among ECSA and associated accrediting bodies,
- Report to the EC/Council on trends or other matters of professional and public concern arising from its deliberations,
- Liaise with other bodies on accreditation matters in terms of the Engineering Profession Act, 2000 (Act No. 46 of 2000), and
- Liaise with the International Engineering Alliance (IEA) with regard to all matters relating to the Sydney and Dublin Accord agreements.

1.12 REPORTING SEQUENCE

Where the documentation or information provided either prior to the accreditation visit or on-site is deficient, the team leader may, before or during the visit, call for such information to be provided within a specified period. The finalisation of the report may be delayed until the information is provided.

Preparation and processing of the report follow the sequence shown below. The TPAC sets critical dates for completion of the various stages:

- The accreditation team will prepare a draft report, and discuss it with the Head of Department, of the Engineering Technology Programme Education Providers by the close of the visit. The report is circulated to all the members of the team for comment. The report is then only signed once the institution has confirmed the factual correctness of the report.

- Timelines for the submission of team reports:
 - Regular Visit: the final draft of the report must be submitted to the Manager: Education within two (2) weeks of the last day of the visit.

 - Interim Visit: the first draft of the reports must be finalised on the last day of the interim visit, and the final draft of the reports must be submitted to the Manager: Education within two (2) weeks of the last day of the follow-up visit.

- Timelines for the submission of the Visit Leader's report:
 - Regular and Follow-up Visit: the final draft to be submitted to the Manager: Education within three (3) weeks of the last day of the regular/follow-up visit.

- The report and recommendations of the accreditation team will be submitted to the Dean of the faculty for comment on factual correctness only; feedback from the Dean must be received within two (2) weeks of the reports being forwarded. The primary objective is to ensure that the report is free from factual errors.

- The report, returned by the Dean, is approved by the team and submitted first to the Visit Leader then to TPAC.

- If the decision of the TPAC is to grant or withhold accreditation, the decision is final in terms of Council's delegated powers.

- If the decision of the TPAC is to recommend withdrawal of accreditation, the report and TPAC recommendation are forwarded to the Education Committee for a decision.

- The Chief Executive Officer informs the Engineering Technology Programme Education Providers of the decision by letter.

- When conditions are specified to address deficiencies the Engineering Technology Programme Education Providers will be required to indicate within a reasonable but specified time whether it is in a position to make the changes required, failing which, the accreditation shall expire and the procedures detailed in sub-ion 1.6 shall apply.

- The Education Committee (EC) and Council shall be informed of all recommendations made and decisions taken by TPAC.

1.13 APPROACH

Evaluation visits for accreditation are conducted in an open and professional manner.

1.14 COSTS

One hundred percent (100%) of the all-inclusive costs will be recovered from the Engineering Technology Programme Education Providers for the regular accreditation visit, and any subsequent visits.