



ENSURING THE EXPERTISE TO GROW SOUTH AFRICA

Panel Leader's Certification/Accreditation Report Format

A-15-P

REVISION No. 2: 12 April 2022

ENGINEERING COUNCIL OF SOUTH AFRICA
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ABBREVIATIONS

CE	Chief Executive
MD	Managing Director
PL	Panel Leader
TADC	Training and Academies Development Committee

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PURPOSE

This document provides the skeleton and the boilerplate for the Report that is submitted to the Training Academies and Development Committee (TADC) by the Panel Leader (PL) following a certification and/or accreditation visit to a Training Academy.

PRINCIPLES


The documentation submitted to the TADC consists of the PL Report in the case of the certification of a Training Academy and the PL and Team Reports in the case of the accreditation of an engineering training programme. The purpose of the PL Report is to introduce the Training Academy to the TADC, to place the visit in context and to report on matters common to the Training Academy and/or engineering training programmes.

- The PL Report should not repeat details that are in the reports of individual teams.
- The PL Report may identify common concerns, deficiencies and comments that display a pattern across the engineering training programmes offered by the Training Academy.

REPORT FORMAT AND STANDARD WORDING

The following Report indicates the standard format and boilerplate wording for sections that recur from visit to visit. Checklists of mandatory and discretionary items are given.

When completing the Report, delete everything before and including this line

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ENGINEERING COUNCIL OF SOUTH AFRICA

CERTIFICATION/ACCREDITATION VISIT TO THE TRAINING ACADEMY OF <NAME> <DATE>

PANEL LEADER'S REPORT

Instructions: <....> guides the Panel Leader on items normally required in a Report. Standard wording is given in various places. Enter the name of the Training Academy and the year in the footer. Delete all the instructions once the Report has been completed.


1. BACKGROUND TO THE VISIT

<Sketch the previous visit, the Training Academy and/or the engineering training programmes that were examined and the outcomes.>

The purpose of this visit is to carry out a Regular/Interim/Final visit to the Training Academy and/or to assess the engineering training programmes listed below.

<List the Training Academy and/or the engineering training programmes and any special circumstances: new engineering training programmes, major changes to engineering training programmes, etc.>

<Note any other background information regarding the visit in addition to special TADC resolutions or letters written in the interim.>

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The individual reports of the Training Academy and/or the engineering training programme teams are attached. These reports contain the specific recommendations and detailed observations of the Training Academy and of each engineering training programme where applicable.

2. CRITERIA AND PROCEDURES APPLIED

The visit and the evaluation of the Training Academy or training programme was carried out according to ECSA documents <insert references>.

<Convey a special word of thanks to the Training Academy if new or revised criteria or procedures are used at the visit.>

3. VISIT TO THE CHIEF EXECUTIVE OR MANAGING DIRECTOR

The Panel Leader, accompanied by <insert names>, paid a courtesy visit to the Chief Executive (CE) or Managing Director (MD) <delete inapplicable and insert name>.


<Summarise anything significant said by the CE/MD.>

<Summarise anything significant said on behalf of the ECSA.>

<Summarise your impression of the company's commitment to the Training Academy and/or to the engineering training programmes.>

4. ACADEMY LEADERSHIP AND ETHOS

<Comment on the leadership and the general ethos of the Training Academy, the clarity of the training mission and its objectives, and the perception of the Training Academy regarding the importance of ECSA criteria. In addition, note the Training Academy's assessment of its achievements against its objectives and its commitment to the effectiveness of the engineering training programme to bring about change, professional orientation, etc.>

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5. MEETING WITH REPRESENTATIVES OF THE CANDIDATE ENGINEERS

<Summarise anything significant said by the representatives of the Candidate Engineers.>

<Summarise anything significant said on behalf of the ECSA.>

6. GENERAL OBSERVATIONS

<Record only matters pertaining to the Training Academy and/or the engineering training programmes. Do not repeat engineering training programme-specific matters that are covered in the reports.>

7. GENERAL RECOMMENDATIONS


<Include the recommendations to the TADC that are not included in the reports of the Training Academy and/or the engineering training programme.>

8. SUMMARISED RECOMMENDATIONS FOR ACADEMY OR TRAINING PROGRAMMES

<List the Training Academy and/or engineering training programmes and the Team recommendation for each.>


9. ACKNOWLEDGEMENTS

As Panel Leader, I thank the Head of the Academy and his/her staff for the <excellent, good, ...> preparation for the visit and the <open, courteous, efficient, ...> manner in which the Teams were received in the company.

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<Thank the Team Leaders and the Teams and commend where appropriate.>

<Name> Panel Leader <Date>

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REVISION HISTORY

Revision Number	Revision Date	Revision Details	Approved By
Concept A	26 August 2006	Adapted from PE-77	
Concept B	26 November 2006	Minor alterations	Accreditation Working Group
Draft A	24 May 2007	Minor alterations	Accreditation Working Group
Rev. 1	7 February 2008		Council
Rev. 1	3 November 2017	Approval	PDSG Committee
Rev. 2 Draft A	25 February 2022	Introduced certification of Training Academies and accreditation of engineering training programmes	Working Group
Rev. 2 Draft B	03 March 2022	Review with the Education BU	RPS BU and Education BU
Rev. 2 Draft C	17 March 2022	Submission to the ATT for inputs and comments	RPS BU and Education BU
Rev. 2 Draft D	30 March 2022	Review and Recommendation for Approval	Executive RPS: EL Nxumalo
Rev. 2	12 April 2022	Approval	RPSC

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The Format for:

Panel Leader's Certification/Accreditation Report

Revision 2 dated 12 April 2022 and consisting of 10 pages has been reviewed for adequacy by the Business Unit Assistant Manager and is approved by the Acting Executive: Research Policy and Standards (**RPS**)



14/04/2022

Date

Business Unit Assistant Manager



14/04/2022

Date

Acting Executive: RPS

This definitive version of this policy is available on our website