Policy on Registration for Practitioners in Specified Categories

R-01-POL-SC

REVISION No. 3: 20 August 2020
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DEFINITIONS

Abeyance: means temporary inactivity or suspension. See sections 6.6.19–6.6.20

Accredited qualification: A qualification awarded on successful completion of an accredited programme.

Alternative Route: Refers/applies to an applicant who does not have the accredited or recognised qualification(s) to become registered in a Professional Category but who proposes to meet the educational requirement through assessment. See Section 6.4.

Assessor: A professionally registered person who carries out the Experience Appraisal assessment.

Benchmark Route: The normal process to attain registration that consists of the completion of an accredited, recognised or evaluated substantial equivalent qualification and a well-structured and effectively executed programme of training and experience for the category of registration. See Section 6.4.

Competency Assessment: A summative assessment of an applicant’s competence against the prescribed standard based on evidence from the applicant’s work and other tests that include a Professional Review.

Competency Standard: Statement of competency 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 work throughout an engineering practitioner’s career.

Engineering Discipline: A generally recognised major subdivision of engineering such as the traditional disciplines of Chemical, Civil or Electrical Engineering.

Experience Appraisal: is a documentary assessment of the applicant’s evidence of competence. See sections 6.6.8–6.6.10.

Generic Baseline Competency: The competence for a specified category defined in terms
of outcomes, including the expected level of performance that can be demonstrated in a range of occupational and/or managerial contexts.

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

**Integrated Performance:** Demonstration of competence via an activity requires several outcomes and specific requirements to be satisfactorily attained.

**Mentor:** A person registered as a specified category practitioner who guides the competence development of an applicant in an appropriate discipline.

**Moderator:** A professionally registered person who carries out the moderation of the Experience Appraisal and Professional Review assessments.

**Plagiarism:** The act of taking someone else's work or idea and passing it off as one's own.

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

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

**Professional Review:** is an integrative assessment of the applicant’s competence, including professional attributes specified in the standard and subdiscipline specific requirements for the category and the subdiscipline via a comprehensive review of the applicant's evidence and an interview. See sections 6.6.11–6.6.14

**Refusal:** is when an application for registration as an SC Practitioner is refused. See sections 6.6.21–6.6.22

**Reviewer:** A professionally registered person who carries out the Professional Review assessment.

**Standard:** In the educational context, see Qualification Standards in documents E-02-PN / E-02-PT / E-05-PT / E-06-PN/E / E-07-PN / E-08-PN / E-09-PGDip / E-09-PT/E-21-PN /
E-22-P and in the registration context, see document Competency Standard R-02-STA-SC.

**Specified Category:** A category created for registered persons other than Professional and Candidate Engineers, Certificated Engineers, Engineering Technologists and Engineering Technicians who have specific training and experience pertaining to a specialised field that must be regulated. It is a category of registration created for persons who must be registered through the Engineering Profession Act (No. 46 of 2000) or a combination of the Engineering Profession Act (No. 46 of 2000) and external legislation as having specific competencies related to an identified need to protect the safety, health and interest of the environment in relation to engineering activity.

**Subdiscipline:** A generally recognised practice area or major subdivision within an engineering discipline, for example, Lifting Machinery Inspectors within Mechanical Engineering.

**Substantial Equivalence:** Applied to educational programmes and means that two programmes, while not meeting a single set of criteria, are both acceptable for preparing their respective graduates to gain training and experience towards registration.

**Supervisor:** A person who oversees and controls engineering work performed by an applicant.
### ABBREVIATIONS

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>C&amp;U</td>
<td>Commitment and Undertaking</td>
</tr>
<tr>
<td>CPD</td>
<td>Continuing Professional Development</td>
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<tr>
<td>CRC</td>
<td>Central Registration Committee</td>
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<td>EA</td>
<td>Experience Appraisal</td>
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<td>ECSA</td>
<td>Engineering Council of South Africa</td>
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<td>GCC</td>
<td>Government Certificate of Competency</td>
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<td>IPD</td>
<td>Initial Professional Development</td>
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<tr>
<td>NQF</td>
<td>National Qualifications Framework</td>
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<td>PR</td>
<td>Professional Review</td>
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<td>QEWG</td>
<td>Qualification Evaluation Working Group</td>
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<td>RPS</td>
<td>Research, Policy and Standards</td>
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<tr>
<td>SC</td>
<td>Specified Category</td>
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<td>VA</td>
<td>Voluntary Association</td>
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</table>
BACKGROUND

The illustration below defines the documents that comprise the Engineering Council of South Africa (ECSA) system for registration in Professional Categories. The illustration also locates the current document.

Figure 1: Documents defining the ECSA Registration System for Specified Categories

1. PURPOSE OF THIS DOCUMENT

This document defines the policies set by the ECSA (hereafter referred to as the Council) that govern registration of practitioners in a Specified Category (SC) and the corresponding Candidate Category. This policy gives effect to provisions of the Engineering Profession Act (No. 46 of 2000) regarding the registration of the SC Practitioner and the SC Candidate.
This policy encompasses the following:

- An illustration that defines the documents comprising the ECSA system for registration in SCs.
- The purpose of the policy in regard to registration in SCs.
- A definition of the educational requirements for registration as an SC Candidate and the means of satisfying these requirements.
- Determination of competence and subdiscipline-specific requirements to be demonstrated by applicants for registration as SC Practitioners.
- Council’s policy on the practitioner development process, that is, training and experience towards practitioner registration.
- Council’s policy on applications for registration in an SC.
- Council’s policy on assessment of the competence of applicants in an SC.

These policies are supported by Competency Standards, competency guidelines, processes for assessment, training and mentoring guidelines, application guidelines, standard forms and information specific to particular work contexts. Relevant documents are referred to at various places in this policy.

2. POLICY STATEMENT

The Policy on Registration in Specified Categories governs registration in SCs and the Policy on Registration in Professional Categories governs registration in Professional Categories.

3. APPLICABLE LEGISLATIVE FRAMEWORK

The Engineering Profession Act (No. 46 of 2000) Section 11 stipulates that subject to this Act, the Council may

a) consider and decide on any application for registration;
b) prescribe the period of validity for the registration of a registered person;
c) keep a register of registered persons and decide upon the following:
   i. The form of the certificates and the register to be kept
   ii. The maintenance of the register or the issuing of certificates
iii. The reviewing of the register and the manner in which alterations thereto may be effected.

4. NATIONAL AND INTERNATIONAL COMPLIANCE

The SCs of the ECSA are not recognised internationally under the auspices of the International Engineering Alliance (IEA).

5. POLICY PROVISIONS

5.1 Determination of educational requirements for registration in the Candidate Specified Category

5.1.1 Sections 18(1)(b) and 18(1)(c) of the Engineering Profession Act (No. 46 of 2000) make provision for registration as a candidate in categories corresponding to the Professional Categories for the following SC Practitioners:

- Candidate Engineer
- Candidate Engineering Technologist
- Candidate Certificated Engineer
- Candidate Engineering Technician
- SC Candidate as prescribed by the Council

5.1.2 A person intending to apply for registration in an SC 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 5.1.4(a) to Section 5.1.4(c) and who are undergoing training are strongly encouraged to register as candidates.

5.1.3 The requirement for registration as an SC Candidate is stated in Section 19(2)(b) of the Act:

19(2) The Council must register the applicant in the relevant category, and issue a registration certificate to the successful applicant in the prescribed form if, after consideration of the application, the Council is satisfied that the applicant …

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 the Council for this purpose, by:

i. having passed accredited or recognised examinations at any educational institution offering educational programs in engineering; and

ii. having passed any other examination that may be determined by the Council;

or

iii. presenting evidence of prior learning in engineering.

5.1.4 An applicant for registration as an SC Candidate may satisfy the relevant educational requirements by one of the following means:

a) hold an accredited qualification or acceptable combination of accredited qualifications prescribed for the category and subdiscipline; or

b) hold a qualification or combination of qualifications recognised under an international academic agreement relevant to the category and subdiscipline; or

c) hold 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 and subdiscipline through one of the following:

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

ii. Examination of detailed documentation on the qualification(s) reflecting substantial equivalence.

d) Presentation of a combination of evidence determined by Council for the SC indicates applicant’s level of educational achievement against criteria as being equivalent to an accredited qualification relevant to the SC and subdiscipline. Evidence may include

- qualification(s) or credits towards qualifications not already presented under (c); or
- completion of examinations or other forms of assessment set or prescribed by Council; or
- portfolio(s) of evidence of work and other outputs presented for
assessment; or
❖ other evidence of prior learning presented for assessment.

5.1.5 The criteria for accredited programmes in case (a) are defined in document E-03-P. (Read with the relevant standards for the SC referenced in E-03-P). The standards for accredited qualifications are defined in Schedule 1.

Schedule 1: Engineering educational standard applicable to Specified Category Candidates and Practitioners

<table>
<thead>
<tr>
<th>Category of Registration</th>
<th>Educational Standard Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC Candidate</td>
<td>Document E-07-PN as the baseline.</td>
</tr>
<tr>
<td>and SC Practitioner</td>
<td>Documents E-02-PE, E-02-PT, E-02-PN, E-06-PN, E-05-PT, E-08-PN, E-07-PN, E-21-PN and E-09-PT are also acceptable.</td>
</tr>
<tr>
<td></td>
<td>Alternatively, a completed apprenticeship in an acceptable trade (up to 4 years).</td>
</tr>
</tbody>
</table>

SC: Specified Category

5.1.6 The policy and procedures for accrediting qualifications are defined in documents E-10-P to E-22-P. Criteria, policies and procedures for considering applicants under cases (c) and (d) are defined in document E-17-PRO-SC.

5.1.7 Persons who do not meet the educational requirement for registration as a candidate under (a), (b) or (c) fall into case (d) and must be assessed based on the individual's specific evidence of competency. A qualification may be accredited, recognised or evaluated as partially satisfying the educational requirement. In such cases, applicants may make up deficits through further learning. In addition to evidence already presented, an applicant under (d) may be required to undergo assessment consisting of various forms including examinations. If the applicant's qualifications and other evidence are evaluated as being equivalent to or higher than an accredited South African qualification, the applicant is eligible for registration as a candidate in the relevant SC.

5.1.8 A person is considered to have met the educational requirements at the time of
completion of a qualification or qualifications that are accredited, recognised or evaluated as equivalent in terms of Section 5.1.4(a), (b), (c) and (d).

5.2 Determination of educational requirements for registration as a Specified Category Practitioner

5.2.1 An applicant who is already registered as a candidate in an SC that corresponds to that applied for at SC Practitioner level is not required to satisfy further educational requirements under Section 19(2)(a)(ii) of the Act.

5.2.2 In the case of an applicant for registration as an SC Practitioner who is not registered as a candidate in the relevant SC at the time of the application or who 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 the level of educational achievement prescribed for the SC by one of the mechanisms defined in Section 5.1.4 of this document.

Applicants holding accredited, recognised or other qualifications

5.2.3 The four mechanisms, namely methods (a), (b), (c) and (d) defined in Section 5.1.4, have identical requirements to those for registration as a candidate.

5.2.4 Criteria and processes for assessing the educational achievement of applicants for registration are defined in sections 5.2.5 to 5.2.8 and in document E-17-PRO-SC for SC Candidate applicants.

Special provisions

5.2.5 An applicant who seeks to meet the educational requirement by methods stated in Section 5.1.4(a), (b) or (c), and who provides evidence that he/she has been continuously in training or practice in the relevant SC for at least 10 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/she completed the educational qualification.

5.2.6 An applicant who seeks to meet the educational requirements by the method stated in Section 5.1.4(d) may present evidence of satisfying educational criteria by evidence
of performance against a corresponding outcome at the required level, as specified in document E-17-PRO-SC.

5.2.7 An accredited, recognised or evaluated educational qualification must have a specifically defined knowledge profile applicable to the subdiscipline of the applicant’s work experience.

5.2.8 During the registration process (Stage 2 – Competency Assessment), an applicant for registration may be required to demonstrate that he/she has a body of knowledge that is appropriate to that prescribed for the subdiscipline in which he/she practises.

5.2.9 Situations in which 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 three-year period.

5.3 Determination of standards of competence for registration as a Specified Category Practitioner

5.3.1 Section 18(1)(a) and 18(1)(c) of the Engineering Profession Act (No. 46 of 2000) defines the categories of Professional and SC Practitioners in which the ECSA may register persons:

- Professional Engineer
- Professional Engineering Technologist
- Professional Certificated Engineer
- Professional Engineering Technician
- SCs prescribed by the Council

5.3.2 The essential requirement for registration as an SC Candidate is stated in Section 19(2)(a) of the Act:

19(2) The Council must register the applicant in the relevant category, and issue a registration certificate to the successful applicant in the prescribed form 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 or a specified category practitioner –

i. has 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

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

a) Determining the expected outcomes and level of performance for demonstrating competence for each SC Practitioner in the form of Competency Standards together with the subdiscipline-specific requirements listed in Schedule 2. Competency Standards are stated in the form of generic baseline competencies that all practitioners in the category must demonstrate, irrespective of discipline or speciality. Competence must be demonstrated within the practice area of the applicant.

b) Assessing the competence of an applicant for registration in an SC and particular subdiscipline based on evidence presented by the applicant according to defined procedures.

c) Determining the educational outcomes that must be satisfied by applicants for registration.
### Schedule 2: Competency Standards applicable to specified categories

<table>
<thead>
<tr>
<th>Specified Category Subdiscipline</th>
<th>Competency Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered Lift Inspector</td>
<td>Policy Document R-01-POL-SC (this document) amplified by outcomes defined in Document R-02-STA-SC Subdiscipline-Specific Training Requirements defined in document R-05-LI-SC</td>
</tr>
<tr>
<td>Registered Lifting Machinery Inspector</td>
<td>Policy Document R-01-POL-SC (this document) amplified by outcomes defined in Document R-02-STA-SC Subdiscipline-Specific Training Requirements defined in document R-05-LMI-SC</td>
</tr>
<tr>
<td>Registered Medical Equipment Maintainer</td>
<td>Policy Document R-01-SC (this document) amplified by outcomes defined in Document R-02-STA-SC Subdiscipline-Specific Training Requirements defined in document R-05-MEM-SC</td>
</tr>
<tr>
<td>Future Registered SC Practitioner</td>
<td>Policy Document R-01-SC (this document) amplified by outcomes defined in Document R-02-STA-SC Subdiscipline-Specific Training Requirements defined in document R-05-XXX-SC</td>
</tr>
</tbody>
</table>

5.3.4 Applicants who through their performance demonstrate competence against the standards, including educational outcomes, will be registered providing none of the applicable conditions listed in Section 19(3) of the Act apply in the particular case.

5.3.5 Provision for future SC Practitioners may be established if the following criteria are fulfilled:

a) An SC may be established when there is an identified need to

i. protect the public safety, health and interests; or

ii. protect the natural environment; or
iii. promote competent performance in specifically defined areas of engineering work.

b) The justification for an SC may arise from the following:
   i. An existing legislative requirement; or
   ii. A need to ensure accountability among all practitioners in a specifically defined area of practice; or
   iii. A need identified for regulation of the work and behaviour of SC Practitioners in an industry in the absence of specific legislation.

c) The nature of functions performed by the SC Practitioners must have significant engineering content that is at minimum assessable at Level 5 of the 10-level National Qualifications Framework (NQF).

d) The principles of inclusivity as presented in the policy document on the Professions in the Built Environment are an important consideration. To this end, the functions of the practitioner in each SC must be defined in terms of assessable competencies, including subdiscipline-specific requirements and underpinning knowledge at the specifically defined level on the NQF. Education and training providers can thereafter design programmes to provide learning progression.

e) The need for licensing (authorisation to practise) of SC Practitioners through registration prescribed in terms of either external legislation or through the Engineering Profession Act (No. 46 of 2000) must not only be accepted by stakeholders of the particular industry but also be desirable, feasible and sustainable.

f) Pursuit of these principles by the ECSA will be guided by the needs expressed by the majority of stakeholders in the particular industry/sector and tempered by the principles expounded in this document.

5.4 Development of the Specified Category Practitioner towards registration

5.4.1 The process of experience and training that brings an applicant to the level of competence required for registration is not prescribed by the ECSA. The level of achievement, however, is 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-T&M-GUIDE-SC**. These guidelines together with an accredited qualification define a Benchmark Route to developing the competency required for registration. Irrespective of the route, all applicants proceeding to registration are assessed identically according to the Competency Standards and defined procedures.

5.4.2 The training guidelines in document **R-04-T&M-GUIDE-SC** may be supplemented by guidelines for particular subdisciplines of registration and work contexts. Examples of work contexts include subdisciplines, industry sectors, engineering management and academic staff at higher education institutions. Context-specific guidelines must be approved by the relevant discipline within the registration committee.

**Period of training**

5.4.3 The ECSA does not usually consider an application for registration unless the period of training and experience shown in Schedule 3 has been completed:

a) In the case of a person meeting the educational requirements under sections 6.1.4(a), (b) or (c), the required period begins no earlier than the date of meeting the qualification(s) requirement.

b) In the case of a person meeting the educational requirement by assessment in terms of Section 6.1.4(d), the educational requirement may be completed any time before applying for registration. However, the time period in terms of Schedule 3 will commence when the last qualifying examination/qualification is attained.
### Schedule 3: Minimum duration of education, training and experience for various pathways towards registration

<table>
<thead>
<tr>
<th>Pathway</th>
<th>Qualification</th>
<th>Post-Qualification Total Training and Experience in the Specific Discipline</th>
<th>Post-Qualification Experience (part of total) with</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience Route (Alternative Route)</td>
<td>No tertiary qualification</td>
<td>NQF 1 level: 20 years NQF 2 level: 15 years NQF 3 level: 10 years NQF 4 level: 5 years</td>
<td>2 years testing and inspection or commissioning</td>
</tr>
<tr>
<td>Benchmark Route</td>
<td>Higher Certificate in Engineering or equivalent (NQF 5) or Completed apprenticeship in an acceptable trade (up to 4 years)</td>
<td>NQF 5 level: 3 years</td>
<td>2 years inspection, testing, commissioning, handover, certification, etc.</td>
</tr>
</tbody>
</table>
### Pathway | Qualification | Post-Qualification Total Training and Experience in the Specific Discipline | Post-Qualification Experience (part of total) with
--- | --- | --- | ---
Engineering-Management Type Route | BSc (Eng), BEng, BTech, NDip, Advanced Certificate or equivalent in terms of Clause 2.4 but not eligible for ECSA registration in any of the Professional Categories | NQF 6 level: 3 years  NQF 7 level: 3 years  NQF 8 level: 3 years | 2 years planning, organising, leading, implementing and controlling engineering activities, including design control and approval, budget compilation and control, quality, environmental, safety and society management, legal matters, skills development, report and instruction writing

**Notes:**

1. Training and experience must incorporate legal requirements stipulated in applicable laws, regulations and standards (as detailed in the Subdiscipline-Specific Training Requirements [SDSTRs] document R-05-XXX-SC).
2. Training and experience must incorporate practical requirements detailed by equipment manufacturers, codes of practice, etc. applicable to the specific field (as detailed in the SDSTRs document R-05-XXX-SC).
3. Academic programmes referred to above must be accredited, recognised or evaluated as equivalent, with individual assessment where required.
4. Equivalent refers to Equivalent Qualifications to the qualification(s) listed, for example, past and future qualifications developed by the education providers (QCTO, TVET) and accredited or recognised by the ECSA.

#### Employer’s Commitment and Undertaking and candidacy programmes

5.4.4 A Commitment and Undertaking (C&U) is an agreement entered into between an employer and the ECSA under which the employer commits to train candidates to the standard required for registration in an identified SC. A C&U may be entered into for one or more SCs. In entering a C&U, the employer signifies the intent to assume the following:
5.4.5 A candidacy programme is a framework for employers to plan and execute training towards registration in an SC. A candidacy programme is one means of implementing a C&U. A candidacy programme has the following components:

a) 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 the ECSA in the appropriate category.

b) The Competency Standards generated by the ECSA are used as workplace standards and define the outcomes of the training programme. The employer must define the process to develop competence to the required level and must make specific reference to the workplace standards in the workplace skills plan. In addition, context-specific training requirements generated by the sector as represented in ECSA's Subdiscipline Specific Training Requirements must be used. These must not conflict with the generic competencies but rather provide amplification in the particular work context.

c) If not already registered, the trainee should register in the appropriate Candidate Category with the ECSA as early as possible in the training period.

d) The employer must provide a supervisor who is internal to the company and a mentor who is preferably internal but may be external. While the supervisor and mentor may change from time to time, employers must ensure continuity of supervision and mentoring.

e) Structured work experience is provided by the employer for the candidate. This work is managed using a standard format training record. The candidate’s progress is continuously assessed by supervisors and mentors, using the training
record for documentation.

f) When the candidate is considered ready for registration, he/she applies to the ECSA for registration. Evidence of competence as required by the ECSA must be provided together with the training record. The summative Assessment of Competence is performed by the ECSA.

g) Success in attaining registration is considered evidence of the quality of the training programme. The workplace-learning programme is not subject to formal quality assurance.

Requirements for Candidates, Supervisors, Mentors and Referees

5.4.6 Various sections of the Act require registration for particular aspects of work:

- Section 18(2) requires registration for practice in an SC.
- 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.

5.4.7 Section 26 of the Act empowers and requires the ECSA to identify work that must be performed by the trainee or candidate and supervised or controlled by the registered persons who remain responsible for the work. When this identified work is promulgated, it may place further restriction on trainees who are not registered as candidates.

5.4.8 In such cases, the candidate or trainee who is not registered as a candidate in an SC must work under the supervision of a registered person. Supervision may not be direct but the supervisor remains accountable for the work and behaviour of the candidate/trainee from a fully informed position. The supervisor normally guides and mentors the candidate’s development. However, the candidate may be mentored by another registered person in the employer organisation.

5.4.9 If employers do not have persons who are suitable as internal mentors in their
employ, they must ensure that external mentors are appointed. Mentors thus appointed should be sensitive to any limitations that 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 the mentor, if different from the supervisor, must both be registered in an appropriate SC.

5.4.10 The training guide, document R-04-T&M-GUIDE-SC together with document R-11-PRO-SC, gives guidance on ways of dealing with the stipulation that the candidate must demonstrate the ability to take responsibility but is not allowed to do so.

**Advanced academic programmes**

5.4.11 Applicants who apply for registration as an SC Practitioner and who have completed higher education programmes beyond the level required for registration in the category may offer appropriate aspects of the advanced programme as part of the evidence of competence, provided the aspects of the offered programme demonstrate specific outcomes at the required level.

5.4.12 The contribution of the advanced higher education programme to demonstrating relevant competencies should be certified by a supervisor or head of department who is registered in the category and discipline in question.

**Initial Professional Development activities prior to registration**

5.4.13 Outcome 11 of the Competency Standards requires the applicant to demonstrate the ability to manage and undertake ongoing professional development. Applicants are, therefore, required to plan and undertake training activities during their candidacy. The activities undertaken during their training may be accredited or non-accredited. This is referred to as Initial Professional Development (IPD) to distinguish it from post-registration Continuing Professional Development (CPD), which is performed to maintain professional registration.

**Training outside the Republic of South Africa**

5.4.14 Applicants who received their practical training in engineering work abroad will be
considered according to the principles and requirements indicated in this Policy Statement.

**Obligations upon attaining registration**

6.4.15 Once an applicant has become registered, the Act and ECSA’s policy on renewal of registration impose several obligations on the person:

a) 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 his/her competence.

b) The registered person is subject to CPD requirements. (See ECSA documents Amendment to Rules: Continuing Professional Development and Renewal of Registration).

c) Annual fees must be paid.

**5.5 APPLICATION FOR REGISTRATION**

5.5.1 Section 19(1) of the Act requires a person wishing to register to submit an application and evidence of competence in the prescribed form. The applicant must provide his/her history of education, training and experience:

a) An application for registration as an SC Practitioner must contain evidence of own competence in the required form.

b) An applicant must make a declaration that

i. if registered, he/she is subject to the ECSA Code of Conduct;

ii. he/she is subject to requirements to renew registration in terms of the ECSA Rules linked to CPD requirements; and

iii. he/she is not subject to any of the conditions listed in Section 19(3) of the Act.

5.5.2 The process of applying for registration as an SC Candidate or as an SC Practitioner is detailed in document **R-03-PRO-SC**.

5.5.3 A person who is registered as an SC Candidate may submit an application for
registration as an SC Practitioner with due regard to the normal minimum period of training and experience listed in Schedule 3.

5.5.4 A person who is not registered as a candidate but who claims to meet the educational requirement by mechanisms (a) or (b) in Section 5.1.4 may apply for recognition of educational achievement within an application for registration in the category of SC Practitioner.

5.5.5 A person who is not registered as a candidate but who claims to meet the educational requirement by mechanisms (c) or (d) in Section 5.1.4 is required to apply for evaluation of educational achievement prior to submitting an application for registration as an SC Candidate.

5.5.6 A person who seeks SC Practitioner registration with the ECSA in terms of an International Register agreement must demonstrate in an interview that he/she is proficient at a level appropriate to practitioner practice and has knowledge of legislative and technical conditions applicable to his/her field of practice in South Africa. In addition, such persons must have language proficiency adequate for practice in South Africa and meet any other requirements specified in terms of the applicable International Agreement.

5.6 Policy and process for Assessment of Competence

5.6.1 Each applicant must provide evidence of competence from his/her work irrespective of the development pathway followed towards 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 the ECSA provide for the recognition of competence, including educational achievement determined by another signatory.

5.6.2 Competence of an applicant for registration as an SC Practitioner must be assessed by a process of peer judgement using this policy and the process defined in document R-03-PRO-SC and related documents. The assessment process must determine whether or not the applicant has provided evidence of competence against each outcome prescribed in the Competency Standards for the category and in the
subdiscipline-specific requirements (the prescribed standards) and make an integrated judgement of the applicant’s competence.

<table>
<thead>
<tr>
<th>Responsibility</th>
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<tbody>
<tr>
<td>Evaluate Technology Qualifications</td>
<td>Qualifications Evaluation Working Group (QEWG)</td>
</tr>
<tr>
<td>Consider applications and recommend</td>
<td>Moderator</td>
</tr>
<tr>
<td>Approve registration of successful applicants</td>
<td>Moderator</td>
</tr>
<tr>
<td>Approve abeyance of an application</td>
<td>Moderator</td>
</tr>
<tr>
<td>Recommend refusal of registration as Specified Category Practitioner</td>
<td>Moderator</td>
</tr>
<tr>
<td>Recommend refusal of registration as Specified Category Candidate</td>
<td>Moderator</td>
</tr>
<tr>
<td>Review the appointment of Assessors/Reviewers/Moderators</td>
<td>Central Registration Committee</td>
</tr>
<tr>
<td>Refuse registration as a Specified Category Practitioner</td>
<td>Panel of Moderators</td>
</tr>
<tr>
<td>Refuse registration as a Specified Category Candidate</td>
<td>Administration</td>
</tr>
<tr>
<td>Consider appeals against registration decisions</td>
<td>Council</td>
</tr>
</tbody>
</table>

5.6.3 The relevant Assessors and Reviewers are designated as the persons responsible for assessing the competence of applicants for each subdiscipline within an SC. The assessments completed by the Assessors and Reviewers for an application for registration as an SC Practitioner must be moderated depending on the subdiscipline into which the educational qualification and work experience of the applicant principally fall.

5.6.4 The assessment process must satisfy Section 33 of the Constitution of the Republic of South Africa, namely, it must be lawful, reasonable and procedurally fair, and if registration is kept in abeyance or refused, written reasons must be given. The process must be transparent to applicants. Assessors/Reviewers/Moderators are expected to declare any conflict of interest and where such conflict exists, to recuse themselves from the process.

5.6.5 The members of each assessment pool are appointed peers in the relevant category,
discipline and subdiscipline and are delegated the function of assessing the competence of applicants. These Assessors/Reviewers/Moderators appointed by Administration to the appropriate panel must fulfil the following:

a) Assessors
   i. Be registered with the ECSA in the appropriate category, discipline and subdiscipline
   ii. Have contextual knowledge in the area of the applicant’s offered evidence
   iii. Have not been found guilty of misconduct as per the requirements of the Engineering Professions Act (No. 46 of 2000)
   iv. Have attended and completed the ECSA prescribed/organised Assessor Training annually
   v. Be in good standing with the ECSA

b) Reviewers
   i. Be registered with the ECSA in an appropriate category, discipline and subdiscipline
   ii. Have contextual knowledge in the area of the applicant’s offered evidence
   iii. Have not been found guilty of misconduct as per the requirements of the Engineering Professions Act (No. 46 of 2000)
   iv. Have attended and completed the ECSA prescribed/organised Reviewer Training annually
   v. Be in good standing with the ECSA

c) Moderators
   i. Be registered with the ECSA in an appropriate category, discipline and subdiscipline
   ii. Have contextual knowledge in the area of the applicant’s offered evidence
   iii. Have not been found guilty of misconduct as per the requirements of the Engineering Professions Act (No. 46 of 2000)
   iv. Have attended and completed the ECSA prescribed/organised Moderator Training annually
   v. Have conducted a minimum of 10 assessments
   vi. Have conducted 10 PRs
vii. Be in good standing with the ECSA

**Screening of applications**

5.6.6 Upon receipt of an application with supporting documents that include the referee reports, the application must be screened for administrative completeness by a designated staff member. The latest version of the E-20-PN/PT/PE lists of accredited engineering programmes must be used to confirm that the programme is accredited. After screening, one of the following actions is taken:

a) Refer the application for Experience Appraisal (EA) as defined in sections 5.6.8 to 5.6.10; or
b) Request further information from the applicant; or
c) In cases where the applicant fails to provide the requested information, Administration may close the application.

**Process of Assessment of Competence**

5.6.7 There is one process for the assessment of an applicant’s competence for registering as an SC Practitioner.

The assessment process has two stages:

**Stage 1:** The EA is a documentary assessment of the applicant's evidence of competence. The appraisal includes records of training and experience, an engineering report, records of IPD activities, and the referee report to determine whether evidence presented indicates that the applicant has achieved the level of competence specified in the prescribed standard for the SC through evidence from work. Indications of competency from the EA stage must be confirmed at the Professional Review (PR).

**Stage 2:** The PR is an integrative assessment of the applicant’s competence, including professional attributes specified in the standard and subdiscipline-specific requirements for the category and the subdiscipline via a comprehensive review of the applicant’s evidence and an interview.
**Process for conducting the Experience Appraisal and the Professional Review**

**Experience Appraisal**

5.6.8 The EA must be conducted by no less than four Assessors selected from the Pool of Assessors, as defined in Section 5.6.5(a).

5.6.9 Each Assessor in the EA must rate the evidence provided by the applicant against the prescribed standard and subdiscipline-specific requirements for the category and formulate an integrated judgement of the competence of the applicant. Each Assessor must make a recommendation from the following:

   a) The applicant has provided evidence indicative of competence against the prescribed standard and subdiscipline-specific requirements. An Assessor may identify issues relating to particular criteria to be confirmed or further assessed during the PR; or

   b) The applicant has not provided evidence indicative of competence against particular criteria in the prescribed standards and subdiscipline-specific requirements. An Assessor may indicate one of the following:

   i. It is feasible for the applicant to take steps to obtain the outstanding evidence of competency within a period of 12 months; or
   ii. Further information is required from the applicant and this should be elicited through written communication and only where necessary via an interview.

5.6.10 Upon completion of the EA, the Panel of Moderators receives the original application and the reports of the EA and must determine the course of action from the following:

   a) If three or more Assessors make the recommendation indicated in 5.6.9(a) and only one Assessor makes the recommendation indicated in 5.6.9(b), the Panel of Moderators must refer the application to proceed to the PR.
   b) If more than one Assessor makes the recommendation indicated in 5.6.9(b), the Panel of Moderators must conduct one of the following:
i. Keep the application in abeyance in terms of Section 5.6.18, stating the reasons for the abeyance; or

ii. Recommend that the application is refused, stating the reasons for the refusal; or

iii. Direct that the applicant is interviewed to ascertain additional information while taking into account any Assessors’ recommendations. After considering the interview report, the Panel of Moderators must determine the course of action from the following:

- Refer the application to proceed to the PR.
- Keep the application in abeyance in terms of Section 5.6.18, stating reasons for the abeyance.
- Recommend that the application is refused, stating reasons for the refusal.

**Professional Review**

5.6.11 The PR must be conducted by no less than three Reviewers selected from the Pool of Reviewers, as defined in Section 5.6.5(b). In cases where Reviewers withdraw from the PR within three days of the scheduled review, the PR may still be conducted but by no less than two Reviewers.

5.6.12 The professional Reviewers must submit individual reports and recommendations to the Panel of Moderators. The Panel of Moderators must consider the EA, the interview report (if an interview occurred) and the referee reports. The Reviewers may recommend one the following:

a) The applicant has provided evidence of competence against the standards and subdiscipline-specific requirements and should be registered.

b) The applicant has not provided evidence of competence against particular criteria in the prescribed standard and subdiscipline-specific requirements and should not be registered for the reasons stated.

5.6.13 Upon completion of the PR, the Panel of Moderators receives the original application, the collated reports from the PR together with the reports from the
Reviewers and the Referees from Administration and must make a determination as follows:

a) In the case of an application under Section 5.6.12(a), the Panel of Moderators must make a decision to register an applicant who has demonstrated competence against the prescribed standards and subdiscipline-specific requirements.

b) If more than two Reviewers make the recommendation indicated in 5.6.12(b), the Panel of Moderators must

i. recommend that the applicant is refused registration, stating the reasons for the refusal; or

ii. refer the application back for consideration by the parties appropriate to the case through invoking Section 5.6.13(b)(ii) quoted on point 5.6.14.

5.6.14 The Panel of Moderators contemplating a decision under Section 5.6.13(b)(ii) may require an applicant to undertake additional assessments, which may include interviews and other processes that the ECSA determines.

**Experience Appraisal and Professional Review Moderation (Assessment Moderation)**

5.6.15 The EA and the PR must be moderated by a Panel of Moderators.

a) For EA moderation – If the recommendation from the Panel of Assessors is Competence Indicated / Competence Not Indicated (CI/CNI), then at least two Moderators must confirm that the applicant has passed/failed the EA stage.

b) If the recommendation from the Panel of Assessors requires more information, then at least one Moderator must confirm the recommendation and post ‘More Information should be Submitted’. If the recommendation from the Panel of Assessors is an additional EA Interview, this must be conducted and the second Moderator must decide on the way forward for the application.

5.6.16 The Moderators must be selected from the Moderators Pool as defined in Section 6.6.5(c) for each SC and subdiscipline-specific application.
5.6.17 The Moderator must moderate all abeyances from the Experience Appraisals before replying to applicants.

5.6.18 The Panel of Moderators must moderate all recommendations refusing registration from the EAs and the PRs before communicating the final outcomes to the applicant. In addition, the Panel of Moderators must moderate all recommendations for either registration or refusal from the PRs before approving or refusing to approve registration.

**Abeyance**

5.6.19 If an applicant for registration in a SC does not provide evidence of competence against part or parts of the prescribed standards and subdiscipline-specific requirements during the EA stage, the application will be considered a refusal.

5.6.20 However, if the Moderator considers it feasible for the applicant to obtain the necessary evidence to meet the outstanding requirements within 12 months, the ECSA will hold that application in abeyance for a period of 12 months.

a) The period of 12 months commences on the date of the communication informing the applicant of the abeyance and the reasons for the abeyance. See Section 5.6.20(h).

b) The applicant must submit the additional evidence within the stipulated 12 months.

c) No further fee is payable if the required evidence is submitted within the 12-month period.

d) If the period of abeyance is exceeded, the applicant must make a new and complete application, pay the prescribed fee and provide evidence of competence against all requirements.

e) An applicant may be granted a further 12-month period of abeyance through an application made prior to the expiry of the 12-month period stating the grounds for the extension.

f) An applicant submitting new evidence under abeyance will only be granted an additional 12 months of abeyance with no possibility of an extension. See
Section 5.6.20(e).

g) An applicant may only benefit once by the concessions indicated in 5.6.20(e) and 5.6.20(f).

h) When an application for registration as an SC Practitioner is kept in abeyance, the Panel of Moderators must identify the competency outcomes and subdiscipline-specific requirements that have not been satisfied. Thereafter, a deficiency statement is formulated, that is, written reasons for the abeyance of the application in terms of the prescribed standards and subdiscipline-specific requirements applicable in the particular case.

Refusal

5.6.21 When an application for registration as an SC Practitioner is refused, the Panel of Moderators must identify the competency outcomes and subdiscipline-specific requirements that have not been satisfied. Thereafter, a deficiency statement is formulated, that is, written reasons for the refusal of the SC Practitioner registration in terms of the prescribed standards and subdiscipline-specific requirements applicable in the particular case.

5.6.22 When an application for registration in an SC has been refused, the applicant may submit a new application for registration as soon as evidence of competence against all identified deficient outcomes and requirements are available.

5.6.23 When an application has been refused, the applicant may be granted an advisory interview upon his/her request or the applicant can appeal the refusal.

Registration

5.6.24 The Date of Registration is the date on which Council, through the Panel of Moderators with delegated power to register for the category, register the applicant. This date appears on the original registration certificate and any replacement certificates.
### 6. PLAGIARISM

Applicants for registration are required to submit their own work as a true reflection of their competencies and responsibilities and not those of someone else. If an applicant for registration is found to have submitted someone else’s work and/or work that was previously submitted to the ECSA by another applicant, the applicant will be found to be in breach of this policy and may be disqualified from registration with the ECSA for a minimum of three years.
## REVISION HISTORY

<table>
<thead>
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<th>Revision Number</th>
<th>Revision Date</th>
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<tr>
<td>Concept A</td>
<td>18 Aug 2014</td>
<td>Original document developed from R-01-P and the Policy on Specified Categories of the CRC Rev. 7</td>
<td>Erasmus (JIC)</td>
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<tr>
<td>Concept B</td>
<td>8 Sept 2014</td>
<td>Editing by Messrs Van Niekerk and Erasmus</td>
<td>Erasmus (JIC)</td>
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<td>Concept C</td>
<td>1 Oct 2014</td>
<td>Editing by Dr Lawless w.r.t. Professional Review versus interviews and QCTO matters</td>
<td>Erasmus (JIC)</td>
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<tr>
<td>Concept D</td>
<td>1 Jan 2015</td>
<td>Editing by Dr Stidworthy and Mr Erasmus (Figure 1 and Schedule 1 w.r.t. transfer of discipline-specific criteria from E-07-SC to R-05-XXX-SC)</td>
<td>Erasmus (JIC)</td>
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<td>Concept E</td>
<td>20 Mar 2015</td>
<td>Editing due to Specified Category Policy Rev. 7 on ECSA website not being the most recent version approved by the CRC. “Registration Committee” replaced with “Assessing Committee” where applicable. Clause 3.1 corrected – refers to #18(1)© not #19(1)(b).</td>
<td>Erasmus (JIC)</td>
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<tr>
<td>Concept F</td>
<td>15 Apr 2015</td>
<td>Version designation revised from “Rev” to “Concept”. Watermark added. Figure 1 amended to replace R-04-P with R-04-SC. E-07-SC replaced with E-07-PN. Schedule 7 updated. Clauses 6.22, 7.2 and 7.5.2 corrected. Schedules 8 and 9 updated. Definition for Team Leader added. Abbreviations for CSC and RSC added.</td>
<td>Erasmus (JIC)</td>
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<tr>
<td>Concept G</td>
<td>5 June 2015</td>
<td>Providing for a higher level Specified Category called Engineering Management. Incorporating editing of Dr Stidworthy and Mr Van Niekerk.</td>
<td>CRC Working Group</td>
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<tr>
<td>Concept H</td>
<td>5 June 2015</td>
<td>Logical improvements recommended by the Working Group implemented. Schedule 7 revised entirely. Concept of subdiscipline added.</td>
<td>Working Group (WG)</td>
</tr>
<tr>
<td>Concept J</td>
<td>9 July 2015</td>
<td>Changes to Figure 1 to include Commitment and Undertaking (C&amp;U).</td>
<td>Working Group (WG) draft for submission to the CRC</td>
</tr>
<tr>
<td>Concept K</td>
<td>7 Sept 2015</td>
<td>Amended and approved by Working Group. Change “Subdiscipline-Specific Training Guide” to “Subdiscipline-Specific Training Requirements” and minor editing.</td>
<td>Working Group (WG) draft for submission to the CRC, and SC Committees. Approved by JIC</td>
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<tr>
<td>Concept L</td>
<td>15 Dec 2015</td>
<td>Corrections to R-01-P incorporated in this revision.</td>
<td>Informal JIC WG to revise R-01-P</td>
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<tr>
<td>Rev. 1</td>
<td>24 Mar 2015</td>
<td>No amendments</td>
<td>Approved by Council</td>
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<tr>
<td>Rev. 1.6</td>
<td>24 Aug 2017</td>
<td>Revised to align with R-01-P, incorporating revisions to the registration process and inclusion of Reviewers and Moderators.</td>
<td>Revised by Working Group (WG)</td>
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<td>Rev. 2</td>
<td>30 Jan 2018</td>
<td>Further amendments regarding Experience Appraisals and Professional Reviews as per R-01-P.</td>
<td>PDSGC</td>
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<td>Rev. 2</td>
<td>15 Mar 2018</td>
<td>Approval</td>
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The Registration Policy for:

Practitioners in Specified Categories

Revision 3 dated 20 August 2020 and consisting of 36 pages was reviewed for adequacy by the Business Unit Manager and is approved by the Executive: Research, Policy and Standards (RPS).

Business Unit Manager

Executive: RPS

This definitive version of the policy is available on our website

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