ENSURING THE EXPERTISE TO GROW SOUTH AFRICA

Process for training engineering candidates towards professional registration under a Commitment and Undertaking

R-11-PRO

Revision No. 2: 10 October 2019
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DEFINITIONS OF TERMS

Commitment: Refers to the expressed resolve of employers and mentors to afford every possible opportunity and ongoing support and guidance to candidate engineers during their periods of training and professional development as an indication of their alignment with and substantive support for the ideals of the profession.

Employer: Refers to a professionally registered or competent person or company that is involved in training and programme development for candidates.

Mentor: Refers to a professionally registered person who guides the competency development of a candidate in an appropriate category.

Supervisor: Refers to a professionally registered or competent person who oversees, controls and takes responsibility for engineering work performed by a candidate.

Undertaking: Refers to the expressed resolve of employers and mentors to fulfil their commitment to the best of their ability.
ABBREVIATIONS AND ACRONYMS

C&U  Commitment and Undertaking
CEO  Chief Executive Officer
CPD  Continuous Professional Development
ECSA Engineering Council of South Africa
EPA  Engineering Profession Act
IPD  Initial Professional Development
TER  Training and Experience Report

DOCUMENT CUSTODIAN

The custodian of this document is the Research Policy and Standards Division. The Regulatory Function Division is responsible for its implementation.
1. PURPOSE OF THIS DOCUMENT

In order to ensure that candidates achieve the level of competence required for professional registration in three to five years, employers should provide the candidates with appropriate training and experience and should ensure regular interaction between the candidates and their mentors to plan and monitor progress. The level of commitment on the part of the candidate, mentor and employer towards achieving the required competencies generally determines the rate of progress towards professional registration. To this end, it is expected that employers and mentors sign a Commitment and Undertaking (C&U) with the Engineering Council of South Africa (ECSA) as an expression of their intent to train candidates towards professional registration in an optimum manner. The elements of the training process and the requirements of the C&U are covered in this document.

2. RELATED DOCUMENTS

The documents that define the ECSA system for registration in Professional Categories are shown in Figure 1. These documents cover the entire process and include educational requirements, competency standards, the requirements of a candidacy programme, the process for applying for registration and the process for being assessed.
3. THE ENGINEERING PROFESSIONAL DEVELOPMENT PROCESS

As outlined in document **R-04-P** (Background: The Engineering Professional Lifecycle and Process of Professional Development), there are four stages in the development of an Engineering Professional. Stage 3 refers to the Candidacy Phase, which is a programme of training and experience that builds on the higher education qualification to develop the competencies required for registration.

**Figure 1: Documents defining the ECSA Registration System**

**This Document**
Covers the elements of the training process and the requirements of the Commitment and Undertaking (C&U)
Document R-04-P draws the distinction between training and experience as follows:

- Training is the process of acquiring specific practical knowledge, skills, attitudes and values under the direction of competent persons. Training may be supported by formal courses and other learning activities. The majority of the training time is spent conducting engineering work.
- Experience is a process of gaining competence by active involvement in the work environment.

3. A CANDIDACY PROGRAMME

As outlined in document R-01-POL, a candidacy programme is a framework for employers to plan and execute training towards registration in a Professional Category. A candidacy programme is a means of implementing a C&U. A candidacy programme has the following components:

- 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.
- The Competency Standards generated by the ECSA are used as workplace standards. The Competency Standards define the competency outcomes of the training programme. The employer must define the process to be used in order to develop competence to the required level. The employer must make specific reference to the workplace standards in its workplace skills plan. Context-specific training guides generated by the sector may be used. These must not conflict with the generic competencies but rather provide amplification in the particular work context.
- If not already registered, the trainee should register in the appropriate Candidate Category with the ECSA as early as possible within the training period.
- The employer will provide an internal supervisor and a mentor who is preferably internal but may be external to the company. While the supervisor and mentor may change from
time to time, employers must ensure continuity of supervision and mentoring.

- 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.
- 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. The summative assessment of competence is performed by the ECSA.
- 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.

4. OVERVIEW OF COMPETENCY STANDARDS

The Competency Standards for Engineering Professionals as outlined in the R-02 Series of documents are defined as 11 outcomes clustered into five groups. As summarised in document R-04-P, candidates must be competent in demonstrating the following:

**Group A: Knowledge-based engineering problem-solving**

Outcome 1: Define, investigate and analyse [level] engineering problems

Outcome 2: Design or develop solutions to [level] engineering problems

Outcome 3: Comprehend and apply [level] knowledge: principles, specialist knowledge, jurisdictional and local knowledge

**Group B: Manage engineering activities**

Outcome 4: Manage part or all of one or more [level] engineering activities

Outcome 5: Communicate clearly with others in the course of his/ her engineering activities
Group C: Impacts of engineering activity

Outcome 6: Recognise and address the reasonably foreseeable social, cultural and environmental effects of [level] engineering activities

Outcome 7: Meet all legal and regulatory requirements and protect the health and safety of all persons in the course of his/her [level] engineering activities

Group D: Exercise judgement, take responsibility and act ethically

Outcome 8: Conduct engineering activities ethically

Outcome 9: Exercise sound judgement in the course of [level] engineering activities

Outcome 10: Be responsible for making decisions on part or all of his/her [level] engineering activities

Group E: Continuing Professional Development

Outcome 11: Undertake sufficient professional development activities to maintain and extend his/her competence

Outcomes 1 and 2 require a level descriptor for the level of problem-solving. This descriptor accounts for the knowledge required for the analysis and design or development of solutions, the degree to which the problem is defined, the factors that may make the solution difficult and the uncertainty and consequences of the problem and the solution.

Outcomes 4, 6, 7, 9 and 10 require a level descriptor for the demands of engineering activities for each category.

These level descriptors are defined for the four Professional Categories in the Competency Standards of the R-02 Series. The candidate or prospective applicant for registration should be familiar with the requirements of the applicable standards for the category.
5. EVIDENCE REQUIRED FOR COMPETENT PERFORMANCE

As outlined in document R-04-P, while competence is determined by 11 outcomes that must be demonstrated at a particular level, the applicant for registration must prove integrated performance against outcomes. This reflects the reality that an engineering task or function is unlikely to require only one outcome. For example, problem analysis seldom stands alone; it requires the use of knowledge and the analysis of impacts, and it must lead seamlessly into the solution phase.

Different engineering functions and assignments will have different mixes of demand. As part of the application for registration, the applicant is expected to provide evidence of working at the required level of problem-solving in engineering activities at the specified level of demand.

As outlined in document R-04-P, the applicant for registration must document evidence for the registration applications and must undergo documentary interactive assessment by Engineering Professionals who will judge the demonstrated competency against the defined standards.

Details of evidence required to demonstrate outcomes achieved are specified in document R-03-PRO (Processing of Applications for Registration of Candidates and Professionals).

Detailed guides to the Competency Standards for each Professional Category are available in the R-02 series of documents.

The elements of a candidacy programme as outlined above are expanded upon in sections 7 to 10 of this document.

6. THE PROCESS OF TRAINING AND EXPERIENCE

Candidates are required to gain structured workplace training and experience according to the prescribed Competency Standards of the ECSA at an employer over a period of usually three to five years with the support of a mentor (registered professional). The Competency Standards are outlined in the R-02 Series of documents and are summarised in Section 6 of this
document.

The focus of candidacy programmes is not on attending courses but on gaining work experience in a team delivering engineering solutions. As outlined in document R-04-P, candidates should engage in a sequence of activities that may be the completion of a particular aspect of training or a unit of work shown as a development phase in Figure 2.

![Figure 2: Main elements of the professional development process through a candidacy programme](image)

Each of the development phases consists of the following sequenced activities:

1. Planning
2. Working in a team (including training)
3. Recording and reporting
4. Reviewing and assessing

The training process is governed by standards, policies and procedures. For each development phase, the candidate, working with the supervisor and mentor, sets and documents the competency development objectives of the phase. At the completion of the phase, the achievements realised against the objectives set are reviewed by all, and objectives are set for
the next phase.

7.1 Planning principles

When selecting engineering activities and agreeing upon the activities for candidates to work on during each phase, the following three principles outlined in document R-04-P must be considered:

1. The planning, execution and monitoring must focus on the competencies to be developed.

2. A variety of work activities is necessary for the proper development of a candidate. The purpose of having a variety of work is to broaden the experience of the candidate and to ensure that all aspects of competency are developed and ultimately assessed. Variety may be obtained in different ways, either singly or in combination:

   • The engineering activities of an individual are located at various stages in the lifecycle of the engineering undertaking: conception, planning, design, construction/implementation, operation and withdrawal.

   • Associated with this lifecycle are specific functions that include commissioning, testing, improving and troubleshooting. The candidate should experience several stages in the lifecycle of each project.

   • Variety may also involve different aspects of a discipline (or cross-disciplinary fields). The Discipline-Specific Training Guidelines (and Requirements) give indications of an acceptable variety of experience in different disciplines and may enlarge on training aspects appropriate to the discipline.
3. Increasing responsibility and accountability within the organisation must be imposed on and accepted by the candidate until he/she is capable of accepting professional responsibility in making and executing engineering decisions at the full professional level. The descriptors defined in document R-04-P should be used to quantify the degree of responsibility.

The training process may involve structured activities that include induction and training courses on specific skills or technologies. The candidate should also participate in self-initiated professional development activities, termed Initial Professional Development (IPD) activities.

Provided the three-year minimum period has elapsed, when the candidate has achieved the full professional level, the mentor and candidate may determine that sufficient evidence of competence has been accumulated to apply for registration. The candidate may then prepare and submit an application for registration setting out evidence of competency.

7.2 Transfers or secondments

Depending on where the candidate is employed, there may be situations where opportunities within the department or organisation are not sufficiently diverse to develop all the competencies required. In such cases, candidates should be transferred to other departments or units that can support their training and experience requirements. Where opportunities within the organisation are inadequate, secondment to another employer should be considered.

7.3 Increasing levels of responsibility

As outlined in document R-04-P, the main learning process is through working with competent engineering personnel. Considering Table 1 below, the candidate initially assists with engineering work, undertaking defined tasks under close supervision. The candidate progresses to contributing to the work both individually and as a team member. By the end of the training period, the candidate must perform individually and as a team member at the level of problem-solving and engineering activity required for registration and must exhibit the exit Degree of Responsibility E. This level of work provides evidence of competency against the standards. Over time, the emphasis on training (i.e. learning through the inputs of others) is
surpassed by learning through performing engineering work and reflecting on observations and achievements. This is known as experience.

**Table 1: Progression through the candidacy period**

<table>
<thead>
<tr>
<th>Degree of Responsibility</th>
<th>Nature of Work</th>
<th>Responsibility of Candidate to Supervisor</th>
<th>Extent of Supervisor/ Mentor Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>A: Being Exposed</td>
<td>Candidate undergoes induction; observes processes and work of competent practitioners</td>
<td>No responsibility</td>
<td>Mentor explains challenges and forms of solution</td>
</tr>
<tr>
<td>B: Assisting</td>
<td>Candidate performs specific processes under close supervision</td>
<td>Limited responsibility for work output</td>
<td>Supervisor/Mentor coaches and offers feedback</td>
</tr>
<tr>
<td>C: Participating</td>
<td>Candidate performs specific processes as directed with limited supervision</td>
<td>Full responsibility for supervised work</td>
<td>Supervisor progressively reduces support but monitors outputs</td>
</tr>
<tr>
<td>D: Contributing</td>
<td>Candidate performs specific work with detailed approval of work outputs</td>
<td>Full responsibility to supervisor for immediate quality of work</td>
<td>Candidate articulates own reasoning and compares it with that of supervisor</td>
</tr>
<tr>
<td>E: Performing</td>
<td>Candidate works in team without supervision and recommends work outputs; responsible but not accountable</td>
<td>Level of responsibility to is appropriate to that of a registered person; supervisor is accountable for candidate’s decisions</td>
<td>Candidate takes on problem-solving without or at most, limited support</td>
</tr>
</tbody>
</table>

As outlined in document **R-04-P**, candidates must demonstrate that they are able to take responsibility for the engineering work performed, and this requires careful management by their supervisors. Within the training process, the conflicting requirements of candidates not being allowed to take responsibility but being required to show that they can perform engineering work and take responsibility at a professional level must be managed.

It is helpful to identify two aspects of responsibility:
• Taking due care to ensure that the objectives of the engineering work are achieved and the impacts of risks are addressed
• Being accountable for the work, particularly ensuring that due care was taken to deal with the risks

Supervisors and mentors must implement strategies to ensure that the candidate can demonstrate the ability to exercise due care without having to make decisions that require accountability; the supervisor is accountable. Taking due care requires the candidate to exercise the defined competencies of problem-solving, management, impact identification and mitigation, ethical behaviour, acting responsibly and applying judgement. Working within the limits of these competencies is a clear requirement. In such a mode of working, the candidate is required by the supervisor to express judgements and propose decisions and recommendations, which may be at the level that a registered person normally performs. While not carrying any legal accountability, the candidate is accountable internally within the employer organisation. The supervisor must check the judgements, decisions and recommendations because he/she bears ultimate responsibility for the work.

7.4 Documenting training and experience

The phase-by-phase planning and reviewing of the candidate's training must be supported by documentation for the immediate purpose of managing training and the subsequent purpose of compiling evidence for the candidate’s application for registration.

Training and experience is generally arranged in discrete activities, tasks or phases. Each phase of an engineering activity is designed with an appropriate degree of responsibility to develop specific aspects of competency (outcomes) at an agreed level of problem-solving. Such a unit typically ranges from several weeks to several months in duration. For each task or phase, the candidate together with the supervisor and mentor should use a suitable format for recording the planned outcomes, the levels to be achieved and the results of the previous phase. Suitable templates are the forms concerning the Training and Experience Reports (TERs) that are included in the application forms for professional engineering applicants. These forms allow particular aspects of competency to be identified as being amenable to
development in the relevant task or phase. In addition, the level at which competency is to be demonstrated must be identified in addition to the nature of the candidate’s responsibility.

When the task or phase is complete, the candidate, supervisor and mentor must assess the level of competence learnt and displayed. Level descriptors for problem-solving and the demands of engineering work should be consulted to determine progress to the exit level. Such achievement (or shortfall) may influence the planning of subsequent tasks or phases. The assessment at the end of one phase should act as input in the planning of the next and/or future phases.

The process continues until the candidate is working at the level required for registration in each outcome and as a whole.

Each activity is described in company and generic terms. Company terms encompass the names of specific plants, processes, sites etc, while generic descriptions include terms such as design, troubleshooting, construction and commissioning.

7. **ROLES AND RESPONSIBILITIES**

As outlined in document **R-04-P**, the goal of the training programme is to allow the candidate to develop his/her competency to the point of being able to demonstrate the outcomes at the required level on a sustained basis and to take responsibility for the work performed. The three key players in the training of candidates are supervisors, mentors and referees. These players are described below in terms of roles because an individual may perform more than one player’s function.

8.1 **Candidate**

A candidate should appreciate that the onus is on him/her to ensure that the training received will culminate in the competency defined in the standards. Council prefers that the candidate follows a training programme under a C&U Agreement that has been registered by Council and, as is required, has at least one mentor registered in terms of the C&U. If candidates experience...
difficulties with their training, they should attempt to resolve them through the normal channels, for example, with the mentors responsible for their guidance. The relevant engineering institutions/institutes/bodies and organisations regulated by the Engineering Profession Act, No. 46 of 2000 (EPA) have indicated their willingness to assist candidates in this regard.

8.2 Supervisor

The supervisor is the person who directs and controls the engineering work of the candidate and who takes responsibility for the work in terms of section 18(4) of the EPA. Supervision may not be direct, but it must be performed on an adequately informed base. Intermediaries between the candidate and the supervisor should preferably be registered but if not registered, they must be of adequate engineering competence. The supervisor together with the mentor and the candidate is expected to plan the training task by task to develop the candidate’s competence and to review the achievements of each task.

The supervisor may also fulfil the function of the mentor as described below.

8.3 Mentor

The mentor must be professionally registered in the appropriate category or in another relevant category if specifically agreed to by Council. The mentor’s role is to guide and facilitate the professional development of the candidate.

Where opportunities for training and experience are inadequate, the mentor should alert management in order to remedy the situation. Challenges could involve inadequate facilities or resources, work experiences not being sufficiently complex or demanding or a suitable variety of experience not being available within a particular department or within the organisation as a whole.

Should the services of an internal mentor not be available to an employer, the employer may use the services of an external mentor through one of the relevant engineering institutions/institutes/bodies. Mentors thus appointed should be sensitive to any limitations that the employer may wish to set in any given situation.
8.4 Referee

The referee must be professionally registered and have first-hand experience of the candidate’s engineering activities, particularly the activities that are indicative of the professional competency of the candidate. The referee will, therefore, have supervised, mentored or worked with the candidate or been in a position of authority with clients for whom work was performed. The referee must be in a position to assess the candidate’s competence as a professional and to attest to the candidate's ethical analysing confidently.

8. Employer Commitment and Undertaking

It is clear from the above that considerable onus rests on the employer to provide all the elements required to support candidates in their training and experience towards professional registration. As outlined in policy document R-01-POL, employers should enter into a C&U with the ECSA. Under a C&U, the employer commits to train candidates to the standard required for registration in an identified Professional Category. In entering a C&U, the employer signifies the intent to fulfil the following:

- Structure and execute the training of candidates in accordance with the competency statements, policies and guidelines laid down by the ECSA for the applicable category of registration
- Ensure adequate supervision of candidates by registered persons
- Register mentors with the ECSA and ensure adequate mentoring of candidates
- Provide regular guidance for the candidates through competent supervisors and mentors

The benefit to the employer is the development of professionals in the shortest possible time after graduation (about three to five years), thus increasing the organisation's capacity and attractiveness in terms of enticing high calibre graduates.

The Employer C&U agreement is included in Appendix A for reference purposes. Employers should complete the separate C&U agreement that is available from the ECSA and is published.
on www.ecsa.co.za. Employers should include their logo in the top left block.

8.1 Signatories

Several details should be noted by the employer when signing this agreement.

- The ECSA requires the Chief Executive Officer (CEO) of the employer to register the C&U. Since the ECSA views these ‘expressions of intent’ very seriously, Council must be satisfied that the expressions of intent represent corporate policy and that top management assumes ultimate responsibility for the proper implementation of this policy. Thus, it is expected that the CEO will issue the necessary directives to those charged with this responsibility.
- Details of the mentor champion and the human resource personnel responsible for coordinating candidate training and experience should also be recorded.
- A signed Mentor C&U must be submitted as part of the Employer C&U.

9.2 Duration

An Employer C&U is valid for five years from the date of signing.

9.3 Registration number

Once signed, each C&U is allocated a registration number that should be quoted by all persons when applying for registration as Professional Engineers.

9.4 Training programmes

Employers are encouraged to develop detailed training programmes that are appropriate for their own circumstances since these represent an internal management tool to achieve the outcomes.

9.5 Deregistration

The credibility of the employer’s C&U will be measured through an ongoing verification process whereby the quality of the applicants’ training and experience and the level of their
professionalism will be assessed. The reward is that candidates will become registered in the shortest possible time after graduation (i.e. three to five years). In the case of an employer’s consistent failure or inability to honour its C&U, the situation may arise where the ECSA has no alternative but to deregister the employer's C&U. Prior to deregistration, the ECSA will give reasonable notice of its intention to do so and will permit the employer reasonable time to rectify any deficiencies.

9. Mentor Commitment and Undertaking

As outlined in document R-04-P, in agreeing to assist a candidate, a mentor must commit to the following duties:

- The mentor must participate in the planning and advise on the suitability of the programme of work and experience for the candidate’s development. Training tasks or phases must be planned to ensure that the candidate develops towards the competency standard required for the category of registration.
- The mentor must ensure that the candidate is exposed to increasing demands in problem-solving, management, impact assessment and mitigation, consideration of ethical issues, judgement and responsibility.
- The mentor must ensure that the candidate completes the agreed training.
- If the mentor is not the candidate’s supervisor, the mentor must liaise with the supervisor to ensure that the work assigned to the candidate is consistent with the training objectives.
- On completion of each agreed task or phase, the mentor must receive a report from the candidate and review the outcomes achieved taking note of the objectives.
- The mentor must assist the candidate to decide when he/she is ready to apply for registration and must assist with the actual application.

The Mentor C&U agreement is included in Appendix B. A Mentor C&U for each mentor must be signed and submitted to the employer for submission with the Employer C&U.
10.1 Duration

The Mentor C&U for the stated employer is valid for five years from the date of signing.

10.2 Multiple employers

Mentors acting as external mentors for more than one employer must sign a separate C&U for each employer with whom they are contracted.

10.3 Multiple categories

The mentor must be professionally registered in the appropriate category but may mentor candidates in other categories in the absence of other registered professionals serving as mentors. In the case of mentors supporting more than one category of registration, each category must be listed in the Mentor C&U.

10.4 Conflict of interest

Every effort must be made to ensure that there is no conflict of professional interest. Should the mentor act as an Assessor or a Reviewer for the ECSA, the mentor should declare a conflict of interest as soon as an application is received from one of his/her candidates to assess or review.

10.5 Termination

The mentor must advise the ECSA if he/she ceases to be a mentor for the employer. The mentor must cease to offer mentoring services in the event that his/her professional registration lapses or is withdrawn for any reason.

10. ECSA Commitment

In calling on employers and mentors to undertake the development of Engineering Professionals, the ECSA commits to keeping policies, standards and guidelines relevant and up to date in addition to offering advice and a range of support as outlined in the Employer C&U.
**Subject:** Process for training engineering candidates towards professional registration under a Commitment and Undertaking

**Compiler:** MB Mtshali  
**Approving Officer:** EL Nxumalo  
**Next Review Date:** 10/10/2023

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### REVISION HISTORY

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<th>Revision Number</th>
<th>Revision Date</th>
<th>Revision Details</th>
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<tr>
<td>Draft 01</td>
<td>7 April 2015</td>
<td></td>
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<tr>
<td>Draft 02</td>
<td>24 April 2015</td>
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| Draft 03        | 13 May 2015   | Elements combined from previous guide to produce the Process document **R-11-P**. Added:  
- Documenting Training and Experience  
- Secondments  
- Reporting to management  
- Candidate programme outline from document **R-01-P**  
- Overview of Competency Standards updated  
- Mentor C&U  
- Employer C&U  
Cosmetic changes highlighted by JIC members addressed | JIC Working Document |
| Draft 04        | 24 May 2015   | Additional updates suggested by JIC relating to Supervisors, Training and Experience | JIC Working Document |
| Draft 05        | 8 June 2015   | Approved by JIC  | JIC Working Document |
| Version 1.0     | 1 July 2015   | Approved by TC   | Approved by JIC |
| Version 1.0     | 27 July 2015  | Approved by JIC  | Approved by TC |
| Version 1.1     | 12 October 2015 | Approved by TC via Round Robin | Approved by JIC |
| Version 1.1     | 12 November 2015 | Approved by JIC | Approved by TC via Round Robin |
| Revision 2      | 10 October 2019 | Routine review and alignment with the new Policy and Standards Framework on ECSA Policies. Approval | RPSC |

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The Process for:

Training Engineering Candidates towards Professional Registration under a Commitment and Undertaking

Revision 2 dated 10 October 2019 and consisting of 27 pages reviewed for adequacy by the Business Unit Manager and approved by the Executive: Research, Policy and Standards (RPS).

[Signature]
Business Unit Manager

[Signature]
Executive: RPS

06/12/2019
Date

06/12/2019
Date

This definitive version of the policy is available on our website.
Appendix A: Employer Commitment and Undertaking

EMPLOYER COMMITMENT AND UNDERTAKING TO DEVELOP CANDIDATE ENGINEERING PROFESSIONALS

1. Parties

This Commitment and Undertaking (C&U) is between

Name of Employer/Company: ________________________________
Postal Address: __________________________________________
Email: ________________________________________________
Telephone: ____________________________________________

and

ECSA: Engineering Council of South Africa (ECSA)
Postal Address: Private Bag X691, BRUMA, 2026
Email: engineer@ecsa.co.za
Telephone: 011 607 9500

2. Scope

The Engineering Council of South Africa regulates the engineering profession by ensuring that only competent, accountable persons are registered to perform engineering work at the appropriate level. The ECSA, therefore, calls on employers to commit to training candidates to the standard required for registration in a Professional Category in accordance with the requirements of the ECSA.

3. Duration

This Commitment and Undertaking is valid for five (5) years from the date of signing.
4. Responsibilities

4.1 The Employer

The Employer hereby confirms that it is their expressed intention, in so far as they are able, to

- Implement a candidacy programme as outlined in document R-01-POL, the Training and Mentoring Guidelines outlined in document R-04-P, the Discipline-Specific Training Guidelines for the disciplines and categories concerned (documents R-05-DIS-PE/PT/PN/PCE) and document R-11-PRO.

- Ensure that engineering graduates register as candidates in the appropriate categories.

- Provide structured training and experience against ECSA Competency Standards as defined in the R-02 series and outlined in the Discipline-Specific Training Guidelines for the categories and disciplines of engineering (documents R-05-DIS-PE/PT/PN/PCE) and supported by the mentors attached to this agreement.

- Provide a variety of engineering activities (including rotation/secondment where necessary) and ensure the candidates’ levels of responsibility increase over time.

- Ensure that candidates plan for and are able to participate in Initial Professional Development (IPD) activities.

- Allocate professionally registered supervisors to oversee and take responsibility for the work done by candidates in terms of section 18(4) of the Engineering Profession Act, No. 46 of 2000.

- Allocate/appoint professionally registered internal or external mentors (preferably for the duration of the candidacy programme to ensure continuity) as referred to in Appendix A.

- Ensure that mentors sign the Mentor C&U and attach it to this Employer C&U.

- Maintain a register of mentors and update the ECSA regarding any changes.

- Ensure that mentors are conversant with the policies, standards and guidelines of the ECSA.

- Ensure that candidates document evidence of planning, training and experience, mentor meetings and assessment for each developmental phase.
• Ensure that the progress of the candidate is continuously assessed by supervisors and mentors and that they sign off reports as required.
• Assist candidates in their decisions regarding their readiness to apply for registration and advise on the preparation of the actual applications.
• Create the opportunity and an environment that is conducive to effective liaison between candidates and their mentors.

4.2 ECSA

The ECSA hereby confirms its expressed intention, in so far as it is able, to

• Provide Training & Mentoring Guidelines.
• Provide standardised reporting tools.
• Streamline the application process for professional registration through an online system.
• Provide access to a Mentor-Connector portal.
• Encourage Voluntary Associations (VAs) to provide mentor training and external mentors where required.
• Recognise mentoring as a Continuing Professional Development (CPD) activity for registered professionals.
• Provide a registration support helpline.
• Provide registration presentations on request.
• Provide guidelines on recommended professional development activities.
• Issue a certificate of recognition to companies entering into a C&U agreement.
• Publish details of companies that have signed a C&U agreement.
• Lobby support from government and Sector Education and Training Authorities (SETAs) to provide funding towards Candidacy Programmes.
• This list is not exhaustive and may be expanded upon from time to time to provide additional support as required.
5. Deregistration

The ECSA has the discretion to deregister this Employer C&U should the training and experience provided by the Employer not satisfy the ECSA requirements. This is with the provision that the ECSA has given reasonable notice of its intention to do so and has given reasonable time in which any deficiencies can be rectified.

6. Changes in mentoring

The Employer must advise the ECSA of changes in mentors and provide the name(s) of any replacement(s) on the template in Appendix A. This must be submitted with the associated Mentor C&U agreements.

7. Execution

Signed at _______________________________  

on this day of ___________20_____  

For ECSA:  

________________________________________  

____________________________________________________________________________________

For the Employer:  

________________________________________  

____________________________________________________________________________________

________________________________________  

____________________________________________________________________________________

________________________________________  

____________________________________________________________________________________
Appendix B: Details of registered professionals who have signed the Mentor Commitment and Undertaking

Name of Employer/Company: __________________________________________

C&U Contact: ______________________________________________________

Champion/Chief: ___________________________________________________

Mentor: ____________________________________________________________

Position: __________________________________________________________

Email: _____________________________________________________________

Telephone: _________________________________________________________

Cell: ______________________________________________________________

Contact/HR/Training Manager (if applicable): _____________________________

Position: __________________________________________________________

Email: _____________________________________________________________

Telephone: _________________________________________________________

Cell: ______________________________________________________________

The table below is for a list of registered professionals who have signed the Mentor C&U and who are willing and able to act as mentors to engineering candidates. The latest copy of each signed Mentor C&U is attached to this agreement.
Please insert the names of registered professionals in your organisation who have signed the Mentor C&U and who are willing and able to act as mentors to engineering candidates.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>ECSA Registration Number</th>
<th>Category **</th>
<th>Discipline **</th>
<th>Internal/External (I/E)</th>
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</table>

* Pr Eng, Pr Tech Eng, Pr Techn Eng, Pr Cert Eng  
** Aeronautical, Agricultural, Chemical, Civil, Electrical, Industrial, Mechanical, Metallurgy, Mining

+ Add more rows as required. Kindly repeat the Employer/Company name at the top of each continuation page.
Appendix C: Mentor Commitment and Undertaking

MENTOR COMMITMENT AND UNDERTAKING TO DEVELOP CANDIDATE ENGINEERING PROFESSIONALS

I, the undersigned, ________________________________, in my capacity as Mentor of ________________________________

Internal/External Name of Employer

hereby wish to register my commitment and undertaking to mentor candidates in accordance with the requirements of the standards, policies and guidelines of the ECSA for the Engineer/Technologist/Technician/Certificated Engineer category of registration (delete whichever is not applicable) in the engineering discipline: ________________________________ (e.g. civil, electrical, mechanical).

I hereby confirm that it is my expressed intention, in so far as I am able, to

- Be conversant with the ECSA requirements for a candidacy programme as outlined in document R-01-POL, the Training and Mentoring Guidelines (document R-04-P), documents R-05-DIS-PE/PT/PN/PCE and document R-11-PRO.

- Ensure that engineering graduates register as candidates in the appropriate categories.

- Participate in the planning and advise on the suitability of the programme of work and experience for candidate development. Training tasks or phases will be planned to ensure that the candidate develops towards the competency required for registration in the appropriate category according to the R-02 Series and documents R-05-DIS-PE/PT/PN/PCE.

- Ensure that candidates are exposed to increasing demands in problem-solving, management, impact assessment and mitigation, consideration of ethical issues, judgement and responsibility.
Ensure that the candidate completes the agreed training.

Ensure that candidates plan for and are able to participate in initial professional development activities.

Liaise with supervisor(s) to ensure that the work assigned to candidates is consistent with the training objectives if the mentor is not the candidate’s supervisor.

Ensure that candidates document evidence of planning, training and experience, mentor meetings and assessments for each developmental phase.

Allocate time to review and comment on reports received upon completion of each task or phase.

Meet with candidates and their supervisors regularly (preferably quarterly or at least once every four months) to review progress, assess the outcomes achieved and agree on new activities and outcomes to be enacted.

Report progress to management and alert management to situations where training is inadequate for professional registration.

Offer support as required – ongoing engagement may be a combination of one-on-one sessions and telephonic and electronic communications.

Assist candidates in their decisions regarding their readiness to apply for registration, advise on the preparation of the actual applications and serve as a referee if requested to do so.

I will advise the ECSA should I cease to be a mentor for the above employer. I understand that I may not offer mentoring services should my professional registration lapse or be withdrawn for any reason. I acknowledge that I may not serve as an ECSA assessor or reviewer for any candidates that I have mentored.
Subject: Process for training engineering candidates towards professional registration under a Commitment and Undertaking

Compiler: MB Mtshali
Approving Officer: EL Nxumalo
Next Review Date: 10/10/2023

Signed at ________________ on this ___ day of _________ 20__________

_________________________  ________________________________  ______________________
Signature  Email address  Registration number

_________________________  ________________________________  ______________________
Tel. number (home)  Tel. number (work)  Cell number

_________________________
Physical address

_________________________
Postal address

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