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**Rules: Continuing Professional Development and
Renewal of Registration**

REVISION No. 1: 05 April 2024

ENGINEERING COUNCIL OF SOUTH AFRICA
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Subject: Rules: Continuing Professional Development and Renewal of Registration			
Compiled by: Manager RPS	Approved by: Executive RPS	Next Review Date: N/A	Page 2 of 29
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QM-TEM-001 Rev 0 – ECSA Policy/Procedure

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DEFINITIONS

In these Rules, a word or expression to which a meaning has been assigned by the Engineering Profession Act, 46 of 2000 (**the Act**) has the same meaning, unless the context indicates otherwise.

Applicant refers to a person applying for registration, re-registration or renewal of registration with the Engineering Council of South Africa (**ECSA**). It can also refer to an institution, institute, organisation or society applying for recognition, verification or validation in terms of the Continuing Professional Development (**CPD**) Standard.

Competence refers to a cluster of related abilities, commitments, knowledge, skills and experience that is required to perform engineering work effectively and efficiently. The engineering competencies referred to as Graduate Attributes are imparted during formal engineering education and are further developed as professional competencies while practising engineering work and participating in CPD Activities.

Conditions for Renewal of Registration in the context of Section 22(2) of the Act refer to those contained in these CPD Rules.

CPD Validated Activity refers to Category 1 activities that have been validated in terms of the CPD Standard and are offered to registered persons by a verified ECSA CPD Service Provider.

Continuing Professional Development, also referred to in these Rules as 'CPD', refers to continual education and training as contemplated in Section 13(k) of the Act. It also refers to the systematic maintenance, improvement and broadening of knowledge and skills and the development of the personal qualities necessary for executing professional and engineering duties throughout a person's engineering career. Continuing Professional Development is the learning and development that takes place after completion of educational studies through which registered persons maintain and develop competencies to continue performing their roles competently.

Credit is defined in notional hours where one credit is equal to 10 hours of learning towards the defined outcomes.

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ECSA, for the purpose of these Rules, refers to the Engineering Council of South Africa, which was established in terms of Section 2 of the Act, the members of which are approved in terms of Section 4 of the Act. ECSA is the ultimate policy-making authority under the Act and includes the CPD High Impact Committee that is authorised to make the same decisions as ECSA. For the purpose of these Rules, ECSA also refers to any committee established by ECSA or to any person or persons ECSA duly authorises to perform specified functions in terms of these Rules.

Effective date refers to the date on which these Rules are published in the government gazette.

Expiry date, as contemplated in Section 22(1) of the Act, refers to the date marking every cycle end date (or every fifth year) on which registered persons must renew their registration with ECSA.

Higher Educational Institution refers to any private or public tertiary educational institution whose programmes have been accredited by the Council of Higher Education (**CHE**).

Non-engineering management role refers to a management role in which no engineering-related decisions that are normally carried out by registered persons who practise engineering are taken.

Recognised CPD Licensed Body refers to an ECSA-Recognised Voluntary Association or a Higher Educational Institution or any educational institution ECSA recognises for the purpose of verifying service providers and validation activities in terms of the CPD Standard.

Recognised Voluntary Association refers to an association, institute, institution or society ECSA recognises as a Voluntary Association in terms of Section 25(3) of the Act.

Registered Person refers to a person registered in terms of Section 18(a) and 18(c) of the Act: Professional Engineers, Professional Engineering Technologists, Professional Engineering Technicians and Professional Certificated Engineers. It is also applicable to persons registered in the category of Registered Technicians, including Master Technicians and all specified categories.

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The Act refers to the Engineering Profession Act, 46 of 2000.

Validated CPD Activity refers to a Category 1 CPD Activity that has complied with ECSA requirements through a quality assurance process according to the CPD Standard.

Verified CPD Service Provider refers to an ECSA-recognised Voluntary Association, a Higher Educational Institution or any private educational institution verified by the ECSA for the purpose of offering appropriate learning in respect of Category 1 CPD Activities as contemplated in **Appendix A**.

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ABBREVIATIONS

AIET	Agreement for International Engineering Technicians
CBE	Council for the Built Environment
CHE	Council of Higher Education
CPD	Continuing Professional Development
DA	Dublin Accord
ECOSA	Engineering Council of South Africa
FAEO	Federation of African Engineering Organisations
HEI	Higher Education Institution
IEA	International Engineering Alliance
IETA	International Engineering Technologist Agreement
IPD	Initial Professional Development
MEAs	Mutual Exemption Agreements
MoU	Memorandum of Agreement
SAQA	South African Qualification Authority
SA	Sydney Accord
VA	Voluntary Association
WA	Washington Accord

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BACKGROUND

ECSCA is responsible for regulating the practice of engineering in South Africa. Registered persons are required by their Code of Conduct to practise strictly within their area of competence and to maintain and enhance this competence. Registered persons, therefore, have the responsibility to keep abreast of developments and knowledge in their areas of expertise to maintain their competence. In addition to maintaining their own competence, such persons should strive to contribute to the advancement of the body of knowledge with which they practise and to the profession in general.

ECSCA is mandated by the government in terms of the Engineering Profession Act, 46 of 2000 (**the Act**) to serve and protect the health and safety of the public by establishing and maintaining minimum standards of practice, knowledge and skills of registered engineering persons in the country. Moreover, the ECSCA is mandated to establish and maintain standards of professional ethics among such registered persons.

Section 22(1) of the Act imposes a duty on registered persons to apply for the renewal of their registration with the ECSCA "at least 3 months prior to the prescribed expiry date of registration". Subsection (2) of this section confers the power on the Council to determine the conditions for the renewal of registration. Section 13(k) of the Act empowers Council to determine the conditions relating to continuing education and training. The discretion provided for in the Act to use Continuing Professional Development (**CPD**) as a mechanism to determine renewal of registration gives Council the opportunity to comply with both the renewal of registration and CPD requirements. However, it is not ECSCA's intention to 'police' every registered person's career. ECSCA's point of departure is to help create a culture of CPD within the South African engineering profession.

The agreements concluded between the ECSCA and other international engineering bodies have as a requirement for both recognition of ECSCA's assessment process and the continued registration of individuals, the maintenance of competence through a system of CPD. South African registered professionals, therefore, need to conduct CPD to maintain their international registration.

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1. POLICY STATEMENT

Continuing professional development is aimed at retaining one's professional and specialist status through self-development and contribution to the community of practice.

2. PURPOSE OF THIS DOCUMENT

This document provides the rules and regulations of CPD in terms of Section 22 of the Act. It is supported by the CPD Standard, which highlights the ECSA CPD framework with a specific focus on the responsibility and the process to be undertaken by registered professionals.

3. APPLICABLE LEGISLATIVE FRAMEWORK

The CPD Rules should be read in conjunction with the following documents, which complement the current Rules:

- The Engineering Profession Act, 46 of 2000, as amended
- The Code of Conduct
- The Occupational Health and Safety Act, 85 of 1993, as amended
- The Identification of Engineering Work (IDoEW) Regulations.

4. NATIONAL AND INTERNATIONAL COMPLIANCE

The ECSA, as a professional body, is signatory to several national and international agreements with which it must comply in playing its engineering regulatory function in South Africa. ECSA is a member of the Council for the Built Environment (CBE) in South Africa, and it is mandated to report to this Council.

The ECSA is recognised internationally under the auspices of the International Engineering Alliance (IEA) via the following:

4.1 Educational Accords:

- Washington Accord (WA)
- Sydney Accord (SA)
- Dublin Accord (DA).

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4.2 Competency Agreements:

- International Professional Engineers Agreement (IPEA)
- International Engineering Technologist Agreement (IETA)
- Agreement for International Engineering Technicians (AIET).

5. OBJECTIVES OF THE CPD SYSTEM

The objective of CPD is to ensure that registered persons retain, maintain and improve their professional competencies.

Therefore, CPD is introduced to:

- ensure commitment to a culture of lifelong learning
- ensure that registered persons develop and maintain the required competence throughout their period of practice and retain their registration
- protect the public from unethical engineering practices
- create critical awareness of the impact of engineering activities on the environment and enhance commitment sustainability values and practices
- generate and strengthen public trust in the engineering profession
- enforce the responsibility on registered persons for undertaking relevant CPD Activities
- ensure registered persons take responsibility for recording their CPD Activities to demonstrate they have undertaken relevant and appropriate learning activities
- provide high quality service to society, including clients, employers and other stakeholders
- improve career prospects and progression
- encourage engineering practitioners to contribute to their community of practice
- promote mentorship and coaching.

6. CONTINUING PROFESSIONAL DEVELOPMENT IN CONTEXT

The engineering competencies involved in the ECSA CPD system are aligned with international best practice and reflect the trend of modern skills required for the world of engineering work. These competencies, referred to as Graduate Attributes, are achieved at the completion of formal engineering education. They are further developed as critical

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engineering competencies during the exercise of engineering work. Demonstration of these professional competencies is required at the stage of professional registration with ECSA. Furthermore, CPD ensures the maintenance and furthering of engineering competencies. The ECSA competencies mirror the Graduate Attributes and are aligned with the accords and agreements of the IEA.

Broadly, the engineering competencies involved in the ECSA CPD system are summarised under five categories:

1. Theoretical STEM-based competencies, including mastering and application of science, technology, engineering science and mathematics to societal problems.
2. Professional competencies, including communication, management, team and multidisciplinary working.
3. Value-based competencies, including ethics and the impact of engineering activity.
4. Professional practice competencies, including design and synthesis; investigation; experiments and data analysis; and engineering methods, skills, tools, and IT.
5. Community of practice competencies, including lifelong learning and mentorship.

In complying with ECSA's CPD requirements, it is every registered person's duty to balance the above-mentioned categories. In monitoring compliance with CPD, ECSA specifically pays attention to the requisite balance in this regard.

It should be noted that CPD is not limited to education, practical experience and training; it also extends to CPD Activities such as coaching, mentoring and engineering communities of practice.

7. FRAMEWORK OF CPD

The categories of CPD Activities are outlined below:

- (a) **Developmental activities:** Comprise both formal learning activities (Category 1a) and self-study activities (Category 1b).

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- (b) **Work-based activities:** Performing day-to-day engineering-related responsibilities (Category 2a) and mentoring engineering graduates (Category 2b) in the workplace or academia or through formalised structures.
- (c) **Communities of practice (individual activities):** Being a member of an ECSA Recognised Voluntary Association (**VA**) (Category 3a) or being involved in other related activities (Category 3b) such as course and programme evaluation, research/project evaluation/supervision and capacity building.

The CPD Category Activities are fully described in **Appendix A**.

8. CPD RENEWAL CYCLE AND MEASUREMENT

The CPD renewal cycle is 5 years of continued registration in a particular specified or professional category.

The 5-year cycle of each registered person commences on the anniversary date (day, month, and year) of the person's initial registration. This date (day, month) appears on the person's Certificate of Registration and it constitutes the expiry date as defined in these Rules. At this time, such a person is required to apply for renewal of registration. The date (day, month and year) on which a person was registered can be obtained from the ECSA website (www.ecsa.co.za).

The minimum and maximum permissible credits that may be accumulated over the 5-year cycle are listed in **Table 1: Category Activities**. These credits cannot be carried over into the next cycle of registration renewal. The limit that may be achieved annually is also indicated in this table.

The following are the three fundamental rules of the CPD system, and each registered person must comply with these to qualify for the renewal of registration:

1. During each cycle of 5 years, every registered person must accumulate a minimum of 25 credits to qualify for the renewal of registration.

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2. CPD credits must be obtained in at least two of the three categories over the 5-year cycle, as listed in **Table 1: Category Activities**. A minimum of three CPD credits must be obtained across any two of the three CPD categories per year.
3. Registered persons must accumulate at least five credits per 5-year cycle from Category 1a: Developmental Activities. Every registered person must ensure that attended Category 1a Activities have been validated according to ECSA requirements for validated activities. ECSA will not recognise activities that do not meet these requirements.

Every registered person must ensure that the CPD Activities claimed under any category meet the requirements of that category, as specified in **Appendix A**.

The types of activities and the minimum permissible credits that may be accumulated are listed in **Appendix A** and **Table1**.

Table 1: Category Activities

Category	Activity	Credits
Category 1: Developmental Activities	a) Educational/Developmental activities	Minimum of five credits per 5-year cycle
	b) Self-study	Maximum of three credits per year
Category 2: Work-based Activities	a) Engineering work	Maximum of two credits per year (300 notional hours/1 credit)
	b) Mentoring of candidate engineering practitioners	Maximum one credit per year (50 notional hours)
Category 3: Engineering Communities of Practice (Individual Activities)	a) Membership of ECSA Voluntary Association	Maximum one credit per year
	b) Contributing to an engineering community of practice	Credits as listed in Appendix A

Credits are applied according to the framework in **Appendix A**.

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9. CONTINUING PROFESSIONAL DEVELOPMENT APPLICATION AND ASSESSMENT PROCESS

In terms of Section 22(1) of the Act and subject to the transitional provisions contained in Rule 12 of the CPD Rules, registered persons must apply in the prescribed manner to ECSA for the renewal of their registration at least 3 months prior to the prescribed expiry date of their registration.

ECSA will notify a registered person at least 5 months prior to the relevant expiry date.

The application for renewal must be submitted in the format and method indicated by ECSA at least 3 months prior to the relevant expiry date.

ECSA must consider the application and determine whether the applicant has adhered to these Rules.

ECSA may issue a provisional renewal confirmation. The status of the provisional renewal confirmation could change pending the outcomes of the audit and the review process (as indicated in Section 16), which takes place post the 5-year renewal date.

ECSA may call for any documentary evidence deemed necessary to validate the credits claimed by the applicant.

If ECSA is satisfied that the applicant has met the requirements of the Rules, it must record this decision in the relevant register it maintains. Furthermore, within 30 days of making the decision, the ECSA must advise the applicant of the outcome, notifying that the registration will remain valid for a further 5 years until the next expiry date subject to these Rules and to the applicant's continued compliance with all regulatory and statutory requirements.

If ECSA decides the applicant has failed to comply with the requirements of these Rules, the relevant provisions pertaining to non-compliance contained in Rule 19 apply.

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10. APPLICATION OF THESE RULES TO REGISTERED PERSONS

These Rules apply to all persons registered in all categories of registration, as embodied in sections 18(1)(a) and 18(1)(c) of the Act. The Rules also apply to all organisations that are formally recognised and/or verified by the ECSA as prescribed in the CPD Standard.

These Rules also apply to registered persons practising abroad. However, such persons are subject to the following conditions:

- Persons registered with engineering councils or equivalent bodies that are signatories or have agreements with the IEA, the Federation of African Engineering Organisations (**FAEO**), or those bodies with which the ECSA has concluded reciprocal agreements or Mutual Exemption Agreements (**MEAs**) may choose to comply with the requirements of either the ECSA CPD Rules or those of other engineering councils or equivalent bodies.
- Should registered persons choose to comply with the CPD policy/rules of other engineering councils or equivalent bodies that are signatories or have agreements with the IEA, the FAEO, or those with which the ECSA has concluded reciprocal agreements, a memorandum of understanding (**MoU**) or an MEA, then these registered persons will be considered compliant with the ECSA CPD Rules for the year/s in question, with no additional need to comply with ECSA's CPD requirements for that year or those years.
- Registered persons who elect this option must comply with the CPD policy/rules of the engineering councils or equivalent bodies that are signatories or have agreements with the IEA, the FAEO or those with which the ECSA has concluded reciprocal agreements, an MoU or an MEA. Such persons must declare compliance with the CPD policy/rules of the other engineering councils or equivalent bodies and to inform ECSA annually in writing.
- Educational programmes or courses completed under a IEA Accord Signatory or the FAEO will be recognised for CPD purposes.
- In the absence of full compliance with Rule 4(2)(c) by any person registered abroad, such a person is expected to comply fully with ECSA's CPD Rules.
- In the absence of the proof of compliance referred to in Rule 4(2)(f) or in the case in which a formal CPD system is not in place in the country concerned, documentary proof of CPD

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Activities undertaken abroad must be submitted to ECSA for validation against the requirements defined in these Rules.

- Irrespective of living abroad or belonging to any of the other international bodies, organisations or associations recognised under any of the Agreements or Accords, the Application for Renewal of Registration at the end of the cycle remains compulsory for all registered persons.

11. ROLES AND RESPONSIBILITIES

In compliance with Section 13(k) of the Act, the determination of CPD requirements is ECSA's responsibility.

Role and responsibility of the Registered Person

Continuing Professional Development is the responsibility of the Registered Person. Registered persons must:

- ensure they achieve their CPD credits as stipulated in this document
- keep records of their attended CPD Activities and record them on the ECSA CPD system
- record their CPD Activities, preferably within a month of the activity but at least annually
- record CPD Activities completely and accurately on the ECSA's CPD system one month prior to the 5-year expiry date/cycle end date (renewal date of registration)
- complete and submit the compulsory renewal of registration/declaration form in the format and system stipulated by the ECSA
- prioritise the CPD Activities that will ensure they remain competent within their area of practice
- ensure that if the CPD Activities they embark upon are intended for submission towards Category 1 CPD Activities, that the activities are validated as stipulated in this document.

Role and responsibility of the Registered Person's employer

Employers are responsible for creating and maintaining a suitable work environment and culture that supports, assures and promotes the participation of registered persons in CPD Activities as stipulated in this document.

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Role and responsibility of the ECSA-recognised Licensed Body

With effect from the gazette date:

- (a) unless specified otherwise or by agreement with a recognised CPD Licensed Body, ECSA is the sole authority for verifying and monitoring all Category 1 CPD Service Providers and validating Category 1 Activities in terms of these Rules;
- (b) ECSA will develop and publish on its website a list of all verified ECSA CPD Service Providers and validated activities acceptable for Category 1: Developmental Activities;
- (c) ECSA-recognised CPD Licensed Bodies cannot verify themselves as ECSA-Verified CPD Service Providers and so need to apply to ECSA for verification;
- (d) in verifying a CPD Service Provider, the ECSA-Recognised CPD Licensed Body must ensure that the criteria as set out in the Standard for CPD (document **ECPD-01-STA**) have been met;
- (e) the verification of CPD Service Providers, which must be identified by a unique identification number, is valid for the period specified on the ECSA website;
- (f) in validating a Category 1 CPD Activity, the ECSA-Recognised CPD Licensed Body must ensure that all the aspects stipulated in the Standard for CPD (document **ECPD-01-STA**) are covered; and
- (g) the validated CPD Activity, which must be identified by a unique identification number, is valid for the period ECSA specifies on its website.

Role and responsibility of the verified CPD Service Provider

Verified CPD Service Providers comprise Higher Education Institutions (**HEIs**), ECSA VAs, private providers and any private educational institution verified by an ECSA-Recognised CPD Licensed Body to offer appropriate learning in respect of Category 1 CPD Activities.

All ECSA-verified CPD Service Providers must apply to an ECSA-Recognised CPD Licensed Body and undergo a formal verification process to obtain approval to offer Category 1 CPD Activities.

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Any verified CPD Service Provider that desires validation of a Category 1 CPD Activity must apply to the recognised ECSA CPD Licensed Body.

12. VALIDATION OF CPD ACTIVITIES

All Category 1 Activities must be validated according to the ECSA CPD Standard (document **ECPD-01-STA**). The activities can only be provided by a verified CPD Service Provider. The verification of the CPD Service Provider can only be performed by an ECSA-recognised Licensed Body. Recognition of CPD Licensed Bodies, verification of CPD Service Providers, and validation of CPD Category 1 Activities must conform to the ECSA CPD Standard (document **ECPD-01-STA**).

13. EXEMPTIONS FROM THE CPD RULES

Candidacy categories

These Rules do not apply in respect of persons registered in a candidate category contemplated in Section 18(1)(b) of the Act. Outcome 11 covers Initial Professional Development (**IDP**), which is applicable to candidates.

Retired registered persons

The following registered persons are exempt from obtaining CPD credits but not from applying for renewal of registration in terms of these Rules.

Partially retired registered persons

Partially retired registered persons are persons between the ages of 50 years and 64 years who carry out part-time engineering work (less than 300 hours per year) within the limits defined by the ECSA for the purpose of listing as a partially retired person. Such persons are exempt from the requirement to accumulate five credits in Category 1 but must accumulate at least one credit per year in any of the categories (refer to **Table 2** below).

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Table 2: Partially retired persons (50–64 years)

Involvement per annum	Credits required per annum
Work more than 300 hours	Cannot be listed as retired Full CPD compliance required
Work less than 300 hours	One credit per year in any category

Retired persons

Registered persons who are 65 years of age or more are exempt from CPD compliance. Should the retired registered person continue in any engineering work, the onus remains on the retired registered person to remain competent in the area in which they intend to practise.

Other exemptions

Registered persons who are unemployed (including those with reduced or no pay) or are temporarily incapacitated or face extenuating circumstances that limit their access to CPD Activities can apply for partial exemption from CPD requirements provided they submit an application for exemption annually and that ECSA approves the exemption. ECSA must determine the conditions of the partial exemption and the affected registered person must comply with these.

Should exempted registered persons resume engineering work or related activities after a significant period during which such activities were not performed, ECSA may require such persons to undertake additional relevant CPD Activities. Alternatively, they may be required to provide a plan that details how they will update their knowledge and ensure they can perform their responsibilities competently and with due care.

Should exempted registered persons resume engineering work or related activities without formally notifying ECSA, such activities could amount to misconduct and such persons will be referred to the ECSA's Investigation Committee for appropriate action.

The above exemptions are not automatic. A formal application in the form of a sworn statement outlining the circumstances for the application, accompanied by supporting documentation, is required. ECSA will then communicate its decision to the registered person concerned.

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Exemption from the CPD Rules does not affect a registered person's registration status. Every registered person's duty and responsibility persists notwithstanding the exemption. Registered persons to whom exemption is granted are required to re-apply for registration status with ECSA annually.

14. RECORDING OF CPD ACTIVITIES FOR REGISTERED PERSONS

Unless exempt by ECSA in terms of these Rules, registered persons are responsible for documenting the relevant professional development activities they have undertaken in the three CPD categories. This is in addition to each registered person's responsibility for planning and undertaking activities that maintain and develop their professional competence.

Registered persons are required to demonstrate participation in a relevant CPD Activity by keeping a record of their CPD Activity electronically via the ECSA portal (www.ecsa.co.za).

Registered persons are encouraged to record individual CPD Activities continually as they occur each year. The renewal of registration will be based on the CPD credits submitted 30 days prior to the expiry date. Failure to do so could result in deregistration.

Every registered person must retain documentary evidence of all CPD Activities undertaken during each 5-year cycle and be able to present such evidence when ECSA requests. In addition, registered persons are required to duly submit proof of their annual CPD achievement in accordance with the provision of section 8.2 of these Rules.

Examples of such supporting documentation include the following:

- i. Certificates of Attendance/Attendance Registers
- ii. Programme as received at the activity
- iii. Short synopsis written by the applicant
- iv. Minutes of meetings
- v. Examination results
- vi. Published papers
- vii. Independent assessments of the learning activity performed

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- viii. Confirmation letter from the institution regarding the NQF level of participation in the activity.

15. AUDITING OF RECORDED CPD ACTIVITIES (POST RENEWAL DATE)

To assess whether a registered person meets the requirements of these Rules, ECSA conducts random audits. Such audits are in the form of a cycle of all CPD records belonging to the registered person in the different categories and is at ECSA's discretion. These audits can take place post the renewal period.

ECSA undertakes a monitoring and auditing process to ensure that:

- the CPD Activities a registered person has undertaken are aligned with the ECSA CPD Standard
- records and supporting documentation such as certificates, lists of results and records of attendance are verified
- all international activities have undergone a validation process.

The onus rests on the registered person to provide evidence for the CPD Activity in terms of these Rules.

In the event that a registered person is selected for an audit, such a registered person must forward all the information ECSA requests for the purpose of the audit within 30 calendar days of receiving the notification.

ECSA must advise the registered person of the outcome of the audit within 30 calendar days of completion of the audit.

If a registered person is assessed through the audit as having failed to meet the requirements, ECSA will take the necessary and appropriate steps to deal with the matter.

16. NON-COMPLIANCE WITH THESE RULES

If it is found that registered persons have failed to comply with the requirements of these Rules in their application to renew their registration, the ECSA must:

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- record this fact in the applicable register
- inform the non-compliant registered person/applicant of this fact and afford the registered person/applicant an opportunity to submit a written explanation why the requirements have not been met and to indicate how the applicant plans to remedy the deficiency.

If, after considering the registered person's/applicant's response in terms of Rule 16(a), ECSA accepts the explanation and the remedial measures the registered person/applicant proposes, ECSA will grant an extension of time to enable the applicant to comply with the requirements.

If the ECSA does not accept the explanation or the remedial measures the registered person/applicant propose, it must determine the remedial measures to be taken to comply with the requirements and determine the period of extension that will be granted for the registered person/applicant to meet the requirements:

- In terms of Rule 13, the registered person/applicant must submit documentary evidence of compliance within 2 weeks before the end of the period determined by ECSA.
- If ECSA is convinced that the registered person/applicant is still not compliant with the requirements, then it must refer the matter to the relevant Committee to consider if renewal of the registered person's/applicant's registration should be refused.

17. REFUSAL TO RENEW A PERSON'S REGISTRATION

If ECSA is convinced that the registered person's application for renewal must be refused, it must confirm its refusal to renew the registration within 30 days of the date on which the refusal is made. ECSA must inform the registered person of the decision formally and at the same time, inform the registered person that any Certificate of Registration issued to such a person has no formal or legal standing and is not to be used for any purpose. Once renewal is refused, the person is removed or the registration status changes on all databases.

18. REFUSAL BY REGISTERED PERSON TO COMPLY WITH THESE RULES

Any registered person who wilfully refuses to comply with these Rules is guilty of improper conduct, according of the ECSA Code of Conduct. Furthermore, the provisions of sections

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27(3), 28, 29, 30, 31, 32, 33, and 34 of the Act apply *mutatis mutandis* in respect of such a person.

19. RIGHT OF APPEAL

Registered persons may make a submission to ECSA if they feel aggrieved by an assessment/validation/decision. Such representation must be made no later than 30 days after ECSA made the assessment/decision.

The provisions of Section 24(1) of the Act, read with Section 24(3), apply *mutatis mutandis* in respect of a person who is aggrieved by the decision of the ECSA to refuse the renewal of the person's registration/s.

20. AMENDMENT OF THE RULES

If at any stage, ECSA proposes to amend these Rules, it must:

- inform all recognised VAs, ECSA-accredited educational institutions and registered persons of the proposed amendments and issue a call for comments
- prescribe such amendments in terms of Section 36 of the Act.

21. TRANSITIONAL PROVISIONS

The Rules specified in this document come into effect from the gazette date.

ECSA CPD Licensed Bodies, ECSA-verified CPD Service Providers and ECSA registered persons must comply with these Rules within a transitional period set out by ECSA (See Rule 11).

ECSA may, at its discretion and upon application by the affected ECSA Licensed Body, ECSA-verified CPD Service Provider or ECSA registered person referred to in Rule 21, extend the transitional period by an additional period not exceeding 6 months and state the extension in a signed agreement.

This is providing that ECSA is satisfied that the ECSA Licensed Body or ECSA-verified CPD Service Provider has taken appropriate steps to comply with the signed agreement. If an ECSA

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Licensed Body or ECSA-verified CPD Service Provider fails or refuses to comply with these Rules and the signed agreement within the allocated timeframe, then ECSA will take any steps it considers appropriate. These steps will be initiated from the date when ECSA resolves that the ECSA Licensed Body or the ECSA-verified CPD Service Provider ceased to comply with the requirements.

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REVISION HISTORY

Revision no.	Revision date	Revision details	Approved by
Draft A	24 June 2022	Review of the 1 st Gazette	RDDR Business Unit, CPD Business Unit and the CPD Task Team
Draft B	27 January 2023	Proposed by the working group to the ECSA	CPD Task Team
Draft C	02 May 2023	Proposed for broader consultation	RDDR Business Unit
Draft D	12 July 2023	Recommendation for approval	CPD Committee
Draft E	10 August 2023	Updates to incorporate comments from the broader consultation and CPD Committee.	CPD Task Team & RDDR Business Unit
Draft F	14 August 2023	Recommendation for approval by the RPSC	ERPS
Draft G	24 August 2023	Approval	RPS Committee
Draft H	14 September 2023	Updates to incorporate comments from the RPSC and CPD Committee.	CPD Task Team & RDDR Business Unit
Rev. 1	08 February 2024	Approval	RPS Committee
Rev.1	05 April 2024	Ratification	Council

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Revision 1 dated 05 April 2024 and consisting of 29 pages, has been reviewed for adequacy by the Business Unit Manager and is approved by the Executive: Research, Policy and Standards (RPS).



09 April 2024

Business Unit Manager

Date



11 April 2024

Executive: RPS

Date

This definitive version of the policy is available on our website.

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APPENDIX A: CATEGORIES OF CPD ACTIVITIES

Category 1: Developmental Activities

Category 1 Developmental Activities have both formal learning activities (Category 1a) and self-study activities (Category 1b)

(a) **Category 1a** Activities can be delivered online, face-to-face or in a hybrid format and include the following:

- i. Conferences
- ii. Congresses
- iii. Workshops
- iv. Lectures
- v. Seminars
- vi. Courses
- vii. Colloquiums
- viii. Relevant course work completed (passed) at a Higher Education Institution
- ix. Trade- and occupational-related programmes
- x. Relevant additional or postgraduate qualification.

Attendance of relevant educational/developmental activities/qualifications that are either ECSA validated or undertaken through an accredited HEI will be credited with one credit per 10 notional hours. A minimum of five credits (50 notional hours) must be accumulated over a 5-year cycle in Category 1a and may be undertaken in any period within the 5-year cycle. Additional credits earned in a 5-year cycle are not transferrable to the following cycle.

Credits can be claimed for research qualifications upon completion as follows: PhD (14 credits), Master's (7 credits).

Modules within formal programmes can be claimed at a maximum of one credit per semester module. If individual modules are claimed as a credit, then credits upon completion of the programme do not apply.

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Programmes recognised by the South African Qualification Authority (**SAQA**) and presented at a NQF level 5 or higher (those in specified categories are not considered) will be validated by ECSA for the professional registered person subject to receipt of a formal application from the registered person in the prescribed format.

International activities through an international provider will be validated for the registered person by ECSA subject to receipt of a formal application from the registered person or from the international provider in the prescribed format. In the case where the activity has not been validated through an application by the international provider, the onus is on the registered person to provide the necessary information and the supporting documentation for validation.

Activities validated by organisations to which the ECSA is formally affiliated (e.g., the IEA, the World Federation of Engineering Organizations, the FAEO, Quality ECSA of Trades and Occupations) will be recognised for Category 1a. The notional hours of the activity must be provided.

- (b) **Category 1b** (self-study) activities involve but are not restricted to studying non-validated activities, journals or electronic/computerised material; one credit for every 10 notional hours of study (all activities under this item must be provable).

Category 2: Work-based Activities

- (a) Registered persons also improve their knowledge and competence by performing their day-to-day engineering-related responsibilities. A weighting of one credit is allocated for every 300 notional hours per year for engineering-related work (including management). A maximum of two credits (equivalent to 600 notional hours) per year may be earned in respect of this activity.
- (b) In addition, mentoring of engineering graduates in the workplace, in academia or through formalised structures, including ECSA Academies, is recognised as a CPD Activity with a maximum of one credit for 50 notional hours of mentoring per year. Skills training sessions pertaining to career guidance for candidates may also be presented under this sub-category.

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Category 3: Engineering Community of Practice (Individual Activities)

- (a) Membership of an ECSA VA results in a maximum of one credit per year.
- (b) Other activities include the following and will be credited as indicated below.

Grouping	Activity Description	Credit Allocation
Research/project evaluation and supervision	Evaluation of M dissertations and PhD theses by external examiners	Two credits per year
	Evaluation of final-year engineering students by external examiners	One credit per year
	Supervision of students undertaking postgraduate studies (honours, master's, and PhD)	Two credits per year
	Supervision of oral examinations of final-year and postgraduate students	One credit for every 10 notional hours of active involvement
Course and programme evaluation	Evaluation of educational programmes at universities and universities of technology for accreditation purposes	One credit for every 10 notional hours of active involvement
	Evaluation of educational qualifications for ECSA Committees	One credit for every 10 notional hours of active involvement
	Moderation of university courses and assessments	One credit for every 10 notional hours of active involvement
	Evaluation of competence and applications for registration for ECSA Committees	One credit for every 10 notional hours of active involvement
	CPD Activity validation	One credit for every 10 notional hours of active involvement
Course and programme development	Developing of educational programmes and/or developmental activities	One credit for every 10 notional hours of active involvement
Lecturing/learning facilitation	Part-time lecturing to undergraduate and postgraduate students	One credit for every 10 notional hours of active involvement

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Grouping	Activity Description	Credit Allocation
	Panel member, moderator, and facilitator of workshops/conference sessions	One credit for every 10 notional hours of active involvement
Participation	Participation in statutory, professional, institutional, engineering or non-engineering committees or task groups	One credit for every 10 notional hours of active participation
Publication	Publication of research papers in peer-reviewed journals	Single author: Two credits per publication. More than one author: One credit per publication per author
	Publication of technical articles	One credit per article published
	Papers presented at conferences/congresses or poster presentations	One credit each
	Publication of research papers in peer-reviewed journals	Single author: Two credits per publication. More than one author: One credit per publication per author
Capacity building	Training ECSA assessors	One credit for every 10 notional hours of active involvement

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