ECSA

ENGINEERING COUNCIL OF SOUTH AFRICA

An Effective Regulator Assuring Engineering Excellence

Report Format for Accreditation Panel Leader

E-15-TEM-P

REVISION 4: 12 February 2025

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DEFINITIONS

The definitions for terms used in the E-series policy documents are listed in document E-01-POL.

ABBREVIATIONS

The abbreviations used in the E-series policy documents are listed in document E-01-POL.

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BACKGROUND

Figure 1 defines the documents that comprise the Engineering Council of South Africa (ECSA) system for Accreditation of programmes that meet the educational requirements for Professional Categories. The illustration also locates the current document.

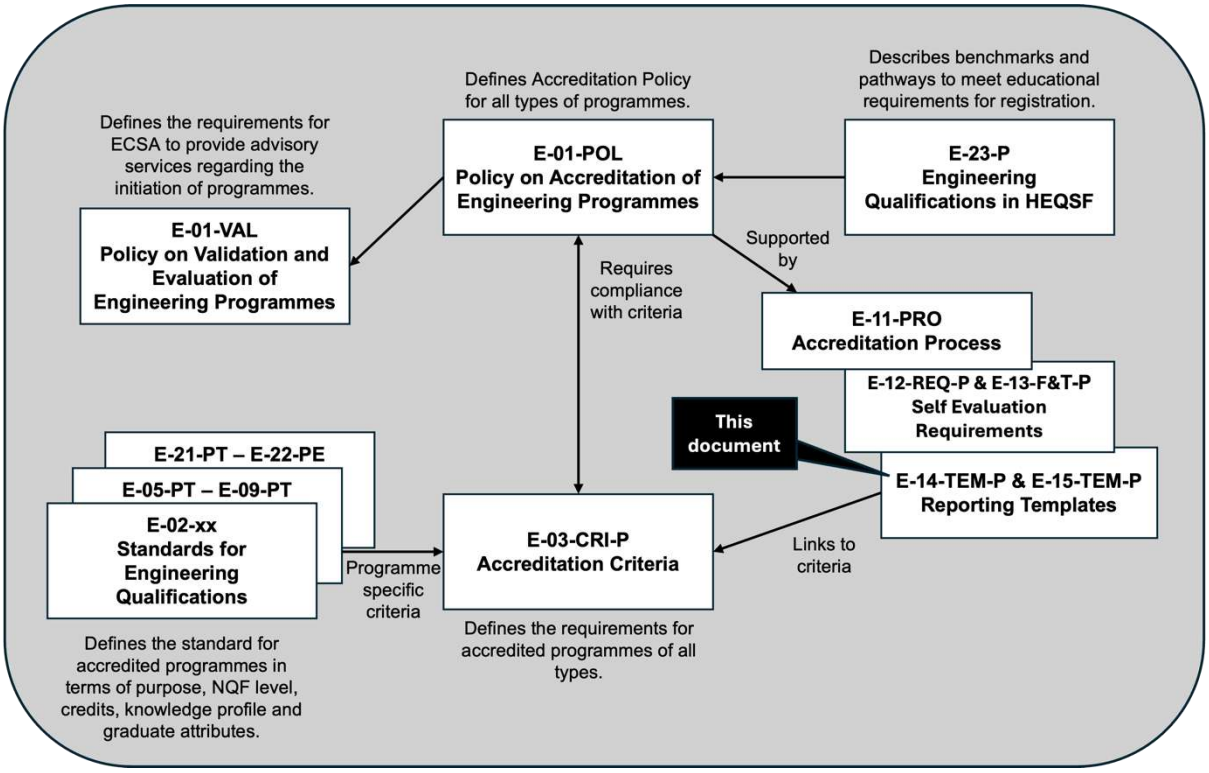

Figure 1: Documents defining the ECSA Requirements for Accreditation

1. POLICY STATEMENT

ECSA develops and operates a quality assurance system that leads to the Accreditation of various engineering educational programmes. The standards, criteria, policies and procedures that define the Accreditation system are presented in this set of documents.

The Accreditation system assures the public, students, employers, funders and other stakeholders that first, the programme fulfils its key purpose of providing the graduate with the

educational foundation for engineering in a stated role at the professional level; and second, the teaching, learning and assessment processes are defined and effective.

2. PURPOSE OF THIS DOCUMENT

This document is the skeleton and boilerplate for the report submitted to the Accreditation and Training Committee by the Accreditation Panel Leader following the Accreditation of a provider.

3. PRINCIPLES

The full set of documentation submitted to the Accreditation and Training Committee consists of the report of the Accreditation Panel Leader and the individual reports prepared by the Teams responsible for the Accreditation of the programmes. The purpose of the report of the Accreditation Panel Leader is to introduce the Accreditation to the Accreditation and Training Committee, to put the Accreditation in context and to report on common matters.

- The report of the Accreditation Panel Leader should not repeat the details in the individual reports of the Team.
- The report of the Accreditation Panel Leader may identify common concerns, deficiencies and comments that display a pattern across the majority of the programmes or the Faculty as a whole.

4. REPORT FORMAT AND STANDARD WORDING

The appendix contains the standard format and boilerplate wording for sections that recur in Accreditations. Checklists of mandatory and discretionary items are given.

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

Engineering Council of South Africa

Accreditation to the <Name of Higher Education Provider>

<Date>

Report of Accreditation Panel Leader

Instructions: <…> guides the Accreditation Panel Leader on items normally required in a report. Standard wording is given in various places. Enter the Provider's name and the year in the footer. Delete all instructions once the report is complete.

1. Background to the Accreditation

<Sketch the previous Accreditation, the programmes examined and the outcomes>

The purpose of this Accreditation is to carry out a Provisional / Regular / Interim / Final Accreditation of the programmes listed below:

<List the programmes and any special circumstances -– new programmes, major changes to programmes, etc.>

<Any other background to the Accreditation – special Accreditation and Training Committee resolutions, letters written in the interim…>

The individual reports of the programme Accreditation Teams are attached. These reports contain the specific recommendations and detailed observations on each programme.

2. Criteria and Procedures Applied

The Accreditation and the evaluation of the programmes were carried out according to the ECSA documents <insert references – use a table>.

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<A special word of thanks to the Faculty if new or revised criteria or procedures are used at the Accreditation>

3. Virtual Meeting / Meeting with the Vice-Chancellor

The Accreditation Panel Leader, accompanied by <insert names> attended a courtesy virtual meeting / meeting with the Vice-Chancellor, Professor <insert name>.

<Summarise any significant statements made by the VC>

<Summarise any significant statements made on behalf of the ECSA>

<Summarise the impression of the university's commitment to Engineering and its programmes>

4. Faculty Leadership and Ethos

<Comment on the leadership and general ethos of the Faculty, the clarity of its educational mission and objectives, the Faculty's perceived importance of ECSA criteria, the Faculty's assessment of achievements against objectives, the Faculty's commitment to the programme's effectiveness to bring about change, professional orientation, …>

5. Academic Development of Under-Prepared Students

<Report on the findings regarding the academic development efforts and their demonstrated effectiveness>

6. Virtual Meeting / Meeting with Student Leadership

<List the names of the student leadership present at the meeting.>

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<Summarise any significant statements made by the student leadership>

<Summarise any significant statements made on behalf of the ECSA>

7. General Observations

<Only record matters pertaining to the Faculty. Do not repeat programme-specific matters already covered in the report.>

8. General Recommendations

<Include recommendations to the Accreditation and Training Committee not included in the programme reports>

9. Summarised Recommendations for Programmes

<List the programmes and indicate the Team recommendation in full for each programme>

10. Acknowledgements

As Accreditation Panel Leader, I thank the Dean, the Heads of Department <name as appropriate> and their staff for the <excellent, good …> preparation for the Accreditation and the <open, courteous, efficient,> manner in which the Teams were assisted with the accreditation.

<Thank the Team leaders and members and comment if necessary>

>Name>

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Accreditation Panel DeputyLeader

<Date>

<Name>

Accreditation Panel Leader

<Date>

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REVISION HISTORY

Revision number	Revision date	Revision details	Approved by
Concept A	26 Aug 2006		
Concept S	26 Nov 2006		
Draft A	24 May 2007		
Rev. 2 Draft A	14 Feb 2018	Minor updates	Working Group
Rev. 2	22 May 2018	Approval	PDSGC
Rev. 4 Draft A	18 Sept 2020	Aligned with E-Series documents and adapted to on-line accreditation	Working group
Rev. 4 Draft B	01 Oct 2020	Review by Education Business Unit	Education BU
Rev. 4	02 Oct 2020	Review by the Executive	RPS Executive: EL Nxumalo
Rev. 4	15 Oct 2020	Approval	RPSC
Rev. 4 draft A	31 Oct 2024	The document has been revised to ensure alignment with changes on E-01-POL, and reflect the changes implemented in the processes and procedures for accreditation of Engineering programmes. Figure 1 has been update to add qualification standards and to remove the E-16-PRO document.	Work Group
Rev. 4 draft B	22 Nov 2024	Document reviewed with WG and RI BU	RI BU and WG
Rev. 4 draft C	04 Dec 2024	The document was sent to Accreditation and Training BU for inputs and comments.	Accreditation and Training BU

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Rev. 4 draft D	08 Dec 2024	Document submitted to the IEA Task Team for alignment to the IEA changes	IEA Review Task Team
Rev. 4 draft E	06 Feb 2025	Recommendation for approval	ESS
Rev. 4	12 Feb 2025	Approval	ERSIR

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Report Format for:

Accreditation Panel Leader

Revision 4 dated 12 February 2025 and consisting of 11 pages has been Recommendation for approval by the Executive Statutory Services, reviewed for adequacy by the Business Unit Manager and is approved by the Executive: Regulatory Services & International Relations **(ERSIR)**.

.....	10 February 2025 .....
Executive: SS	Date
.....	10 February 2025 .....
Business Unit Manager	Date
.....	2025/02/14 .....
Executive: RSIR	Date

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

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