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### 3.2 Assessment of Competency based outcomes (Criterion 2)

### 3.3 Quality of Training and Learning (Criterion 3)

### 3.4 Resources and Sustainability and Capacity for Improvement (Criterion 4)

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## 5. ACKNOWLEDGEMENTS

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## APPENDIX B: POSSIBLE RECOMMENDATION FORMATS

## APPENDIX C: VISIT LEADER’S REPORT

## REVISION HISTORY
1. INTRODUCTION

The Certification Team Report consists of elements defined in this document. Accompanying templates for particular types of academies are provided in electronic form and should be completed using MS-Word. Instructions to rapporteurs are italicised.

This form is to be used for all the following types of evaluation: Regular, Interim, Final, Provisional and Initial, but not Simplified Initial reports. In cases where the academy has not produced graduates, the evaluation is based on implementation already completed (if any) and planning information: the team must evaluate the actual factor if already implemented or the plans for satisfying each criterion. The team must choose wording to indicate whether an actual or planned aspect is evaluated.

2. REPORT

The team is required to report on the academy programme holistically, on the evaluation against the certification criteria and on any issues of concern and deficiency. In the case of a provisional or initial evaluation, the team must comment on the prognosis for the programme meeting the criteria when fully implemented.

The report should be suitable for the various audiences that must or may engage with its findings, that is, the certification committee, the head and staff responsible for the academy and the senior management team of the business organisation.

The certification process reporting covers the following areas:

- Academy, Programme and Team Details
- Use Table provided. Details including the names of the organisation, department and academy.
- Background to the Visit
- Any relevant background or contextual information, refer to previous certification decision if necessary.
- Criteria and Procedures Applied
- List Policies, Criteria, Standards and Processes applied, referring to relevant documents giving the revision number and date.
- General Observations on the Programme of the Academy
- Holistic observations on the academy and its programme.
3. FOLLOW-UP ON PREVIOUS VISIT

Listing deficiencies (if any) and concerns (if any) arising from previous visit(s) summarise the academy’s response to each and the teams evaluation of whether each issue has been resolved.

3.1 Structure, Content and Knowledge Breakdown (Criterion 1)

Comment on evidence (extent, adequacy, …) presented against this Criterion in self-study and on-site materials;

Further information elicited on site (if relevant);

Team’s evaluation of evidence against this Criterion; (Reasoning of the Team leading to the recommendation to be given)

Team’s conclusion on compliance of programme with this criterion. Introduce to deficiencies and concerns (if any)

3.2 Assessment of Competency based outcomes (Criterion 2)

Follow approach detailed in section 6.

3.3 Quality of Training and Learning (Criterion 3)

Follow approach detailed in section 6.

3.4 Resources and Sustainability and Capacity for Improvement (Criterion 4)

Follow approach detailed in section 6.

4. RECOMMENDATION

Preamble: Overall reasoning of the Team leading to the recommendation.

Recommendation using one of the standard forms in Appendix A.

A clear complete statement of any deficiencies and concerns in the format prescribed in Appendix B must be given.
5. ACKNOWLEDGEMENTS

Signatures

Team Leader and Visit Leader to sign and date the Final version of Report

APPENDIX 1: EVALUATION SUPPORT FORM

The Evaluation Support Form leads the team through the certification criteria 1 to 4 and provides spaces for recording judgements and supporting notes against criteria and their sub-items. While Appendix 1 is attached to the report, the body of the report must stand alone.
### APPENDIX A: EVALUATION SUPPORT FORM

**Criterion 1: Academy programme duration and experience training breakdown**

<table>
<thead>
<tr>
<th>Question 1.1: Does the programme purpose statement indicate a primary purpose of meeting the Academy requirements for Professional Registration?</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt;</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Experience Training area</th>
<th>Complies?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work place learning</td>
<td></td>
</tr>
<tr>
<td>Continuing professional development</td>
<td></td>
</tr>
<tr>
<td>Mentoring and coaching</td>
<td></td>
</tr>
<tr>
<td>Performance monitoring and measurements</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Question 1.4: Does the programme of the academy have a minimum duration of 3 years for training for a registered candidate?</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt;</td>
</tr>
</tbody>
</table>

**Criterion 2: Qualification Competency Based Outcomes**

<table>
<thead>
<tr>
<th>Question 2.1 and 2.2. Does the monitoring and measurement process within the programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ensure that all candidates satisfy each competence outcome defined in A-03-P?</td>
</tr>
<tr>
<td>2. use key performance indicators that, taken together, demonstrate that the outcomes are satisfied at an appropriate level of competence?</td>
</tr>
<tr>
<td>Team’s Evaluation</td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td>Complies,</td>
</tr>
<tr>
<td>Concern exists,</td>
</tr>
<tr>
<td>Part Compliant</td>
</tr>
<tr>
<td>Non-compliant</td>
</tr>
<tr>
<td>No evidence</td>
</tr>
</tbody>
</table>

<p>| Exit Level Outcomes |</p>
<table>
<thead>
<tr>
<th>2.1:</th>
<th>Define, investigate and analyse technically challenging problems.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>2.2:</td>
<td>Design or develop solutions to a wide variety of engineering problems.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>2.3:</td>
<td>Comprehend and apply advanced engineering knowledge?</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>2.4:</td>
<td>Manage part or all of organisational activities including engineering activities?</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>2.5:</td>
<td>Communicate clearly with others when undertaking organisational activities?</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>2.6:</td>
<td>Recognize and address all internal and external factors applicable to organizational activities</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>2.7:</td>
<td>Meet all legal and regulatory requirements</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>2.8:</td>
<td>Conduct organizational activities with due regard to ethical and corporate governance issues</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>2.9:</td>
<td>Utilize all the resources required to make sound business decisions</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2.10: Engage in rationale decision making

> 

2.11: Maintain records of all the training sessions attended, including lectures, workshops, etc

> 

Criterion 3: Training and Learning Effectiveness of the Programme

What is the team's assessment of the programme providing an effective training and learning process toward achievement of the outcomes as evidenced by the following?

<table>
<thead>
<tr>
<th>Evaluation</th>
<th>3.1 Mentoring and/or coaching sessions</th>
<th>3.2 Performance feedback sessions to the graduates by their supervisors</th>
<th>3.3: Progress feedback sessions by the Academy to the graduates</th>
<th>3.4: Training program performance evaluation feedback sessions by the graduates to the Academy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complies, Concern exists</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part Compliant</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-compliant</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No evidence</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 3.5: Performance feedback reports to the management of the organization

<table>
<thead>
<tr>
<th>Evaluation</th>
<th>Complies, Concern exists, Part Compliant, Non-compliant, No evidence</th>
</tr>
</thead>
</table>

### 3.6: System of ensuring compliance to the program objectives

<table>
<thead>
<tr>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

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### Criterion 4: Resourcing and Sustainability of the Programme

What is the team's assessment of the academy as being adequately planned, resourced, led and executed to ensure that it is sustainable over the period of accreditation as evidenced by the following?:

<table>
<thead>
<tr>
<th>Evaluation</th>
<th>Complies, Concern exists, Part Compliant, Non-compliant, No evidence</th>
</tr>
</thead>
</table>

#### 4.1: Operational budget of the academy

<table>
<thead>
<tr>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

#### 4.2: Training and/or learning material for graduates

<table>
<thead>
<tr>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

#### 4.3: Operating system integration with primary organizational activities

<table>
<thead>
<tr>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

#### 4.4: Performance management system for graduates, supervisors and mentors

<table>
<thead>
<tr>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
4.5: Succession planning strategies for graduates to progress through the organizational layers of functional authority

<table>
<thead>
<tr>
<th>4.5: Succession planning strategies for graduates to progress through the organizational layers of functional authority</th>
</tr>
</thead>
</table>

Criterion 4: If the academy is free from deficiencies under Questions 1-4: Is the academy capable of sustaining acceptable outcomes until the next regular accreditation?

If deficiencies are identified under Questions 1-4: Is the academy judged to be capable of and committed to remedying the deficiencies to the required level within 2 years?
Can all other aspects of the programme be sustained for the same period?

Question 5: Follow-up on previous visit decision

Question 5.1: In the case of concerns identified at the previous visit, have these been addressed by the academy?
If No, does any previously identified concern rank as a deficiency?

Question 5.2: In the case of an Interim Report, Interim Visit or Final Visit, are there outstanding deficiencies from the previous visit report?
APPENDIX B: POSSIBLE RECOMMENDATION FORMATS

The Certification Team recommends to the CRC that: (Delete inapplicable committee and choose one of the following recommendations, deleting the others)

D1: At any type of visit or evaluation of an Interim Report: If the programme has no deficiencies:
The ……… academy programme be accredited until the year ………, that is until the year of the next regular certification visit.

D2(a): At a Regular Visit: If the programme is deficient and an interim visit within two years is appropriate:
The ……… academy programme be certified until the year ……. Deficiencies identified in this report are to be addressed. An interim visit is required in year ……… to evaluate the results of actions to overcome the deficiencies.

D2(b): At a Regular Visit: If the programme is deficient and an interim report within one year is appropriate:
The ……… academy programme be certified until the year ……. Deficiencies identified in this report are to be addressed. An interim report is required by ……… detailing actions to overcome the deficiencies and objective measures indicating success of these actions.

D3: In the case of evaluation by an Interim Report at which deficiencies persist from the previous visit or new deficiencies appear:
The ……… academy programme be certified until the year ……. Deficiencies identified in this report are to be addressed. Notice is given that Interim Visit must be initiated within ….. months.

D4: At an Interim Visit at which deficiencies persist from the previous visit or new deficiencies appear:
The ……… academy programme be certified until the year ……. Deficiencies identified in this report are to be addressed. Notice is given that accreditation will be withdrawn if the deficiencies are not satisfactorily remedied. A final accreditation visit is required not later than ……… to evaluate the results of actions to overcome the deficiencies.
D5: At a Final Visit at which deficiencies persist from the previous visit or new deficiencies appear:
The certification of the ........... academy programme be withdrawn with effect from .......

D6. At any of the above visits with current or previously declared deficiencies where there is a
demonstrable lack of commitment and capacity to improve:
Notice is hereby issued that certification of the programme will be terminated if deficiencies identified in
this report are not remedied within 6 months of the decision being communicated to the provider. A
Final Accreditation Visit must be conducted within this period.

D7: For a programme not currently accredited: which is judged to be deficient:
The academy programme be not certified due to the deficiencies identified in this report.

D8. For a programme evaluated for provisional certification: which is judged to likely to receive
certification if implementation continues according to documented plans:
The ........... academy programme be provisionally certified until the year ........ The first Regular visit
must be arranged for the year after the first candidates have registered.
If there are actual or potential deficiencies that make accreditation unlikely if implementation continues
according to documented plans:
D9: Provisional accreditation not be granted to the .... Programme.

In the case of a programme submitted for initial evaluation the opinion on the planned
programme is:
O1: The planned programme for ........ as reflected in the documentation is free from deficiencies and
concerns.
O2: Aspects of the planned programme for ...... as reflected in the documentation are potentially
deficient in the respects listed above.
O3: Aspects of the planned programme for ...... as reflected in the documentation are cause for
concern in the respects listed above.
Or a combination of O2 and O3

At any type of visit: If necessary add:
Concerns recorded in this report are to be addressed and will be reviewed at the next accreditation visit.

CONTROLLED DISCLOSURE
When downloaded for the ECSA Document Management System, this document is uncontrolled and the responsibility rests with the user to ensure that it is in line
with the authorised version on the database. If the “original” stamp in red does not appear on each page, this document is uncontrolled.
Appendix B: Format for recording deficiencies or concerns

The programme is deficient in relation to Criterion X [, item Y,] in that <insert what was found and state why it does not meet the criterion>

The team expresses concern that the programme <describe condition that is cause for concern relating to possible future non-compliance with criteria>
APPENDIX C: VISIT LEADER’S REPORT

Visit Leader's Report

Instructions: < ….> guides the visit leader on items normally required in a report Standard wording is given in various places
Enter the Academy Name and year in the footer. Delete all instructions once the report is complete.

1. Background to the visit

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

The purpose of this visit is to carry out a regular/interim/ final visit to the programmes listed below:

<list the programmes and any special circumstances: new programmes, major changes to programmes, etc.>

<Any other background to the visit, special central registration committee resolutions, letters written in the interim, ….>

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

2. Criteria and Procedures Applied

The visit and the evaluation of the programmes were carried out according to ECSA documents <insert references>.

<Special word of thanks to Academy if new or revised criteria or procedures are used at visit>

3. Visit to the Chief Executive or Managing Director

The Visit Leader, accompanied by < insert names> paid a courtesy visit to the Chief Executive or Managing Director <insert name>.
<Summarise anything significant said by the CE/MD>

<Summarise anything significant said on behalf of ECSA>

<Summarise impression of company’s commitment to Academy and its programmes>

4. **Academy Leadership and Ethos**
   <Comment on leadership and general ethos of the academy, clarity of training mission and objectives, Academy’s perceived importance of ECSA criteria, Academy’s assessment of achievements against objectives Academy’s commitment to programmes effectiveness of process to bring about change, professional orientation.>

5. **Meeting with candidate engineers’ representatives**
   <Summarise anything significant said by the candidate engineers’ representatives >

   <Summarise anything significant said on behalf of ECSA>

6. **General Observations**
   <If required, record only matters pertaining to the Academy, do not repeat programme-specific matters covered in the reports.>

7. **General Recommendations**
   <Include recommendations to the central registration committee not included in the programme reports>

8. **Summarised Recommendations on Programmes**
   <List the programmes and the team recommendation on each>

9. **Acknowledgements**
As Visit Leader, I thank the Head of Academy and his/her staff for the <excellent, good,…> preparation for the visit and the <open, courteous, efficient, …> manner in which the teams were received in the company.

<Thank the team leaders and teams and commend as necessary>

{Name> Visit Leader
<Date>
The Procedure for:

Training Academy Reporting Template

Revision 0.1 dated 15 January 2018 and consisting of 16 pages has been reviewed for adequacy by the Business Unit Manager and is approved by Executive: Policy Development and Standards Generation (PDSG)

[Signature]
Business Unit Manager

31/01/2018
Date

[Signature]
Executive: PDSG

01/08/2018
Date

The definitive version of this policy is available on our website