ENSURING THE EXPERTISE TO GROW SOUTH AFRICA

Certification Visit Leader’s Report Format

A-15-P

REVISION 1: 03 November 2017
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QM-TEM-001 Rev 0 – ECSA Policy/Procedure
1. PURPOSE

This document provides the skeleton and boilerplate for the Report Submitted to the Central Registration Committee by the Visit Leader (VL) following a certification visit to an academy.

2. PRINCIPLES

The full documentation submitted to the central registration committee consists of the Visit Leader’s Report and the individual reports prepared by the teams responsible for the various programmes offered by the academy. The purpose of the Visit Leader’s report is to introduce the presentation to the central registration committee, to place the visit in context, and to report on matters common to all programmes.

- The VL Report should not repeat details of the report on individual teams.
- The VL report may identify common concerns, deficiencies and comments which display a pattern across the majority of the programmes offered by the academy.

3. REPORT FORMAT AND STANDARD WORDING

The appendix contains the standard format as well as boilerplate wording for sections which recur from visit to visit. Checklists of mandatory and discretionary items are given.

When completing the report, delete everything before and including this line
ENGINEERING COUNCIL OF SOUTH AFRICA

CERTIFICATION VISIT TO THE ACADEMY OF <NAME>

<DATE>

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 has been completed.

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 of 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 the 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 the programme’s effectiveness of the process to bring about change, professional orientation, …>.

5. MEETING WITH CANDIDATE ENGINEERS’ REPRESENTATIVES

<Summarise anything significant said by the representatives of the candidate engineers>.

<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 FOR PROGRAMMES

<List the programmes and the team recommendation for 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 Guideline for:
Certification Visit Leader's Report Format

Revision 1 dated 3 November 2017 and consisting of 6 pages has been reviewed for adequacy by the Business Unit Manager and is approved by the Executive: Policy Development and Standards Generation (PDSG).

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