
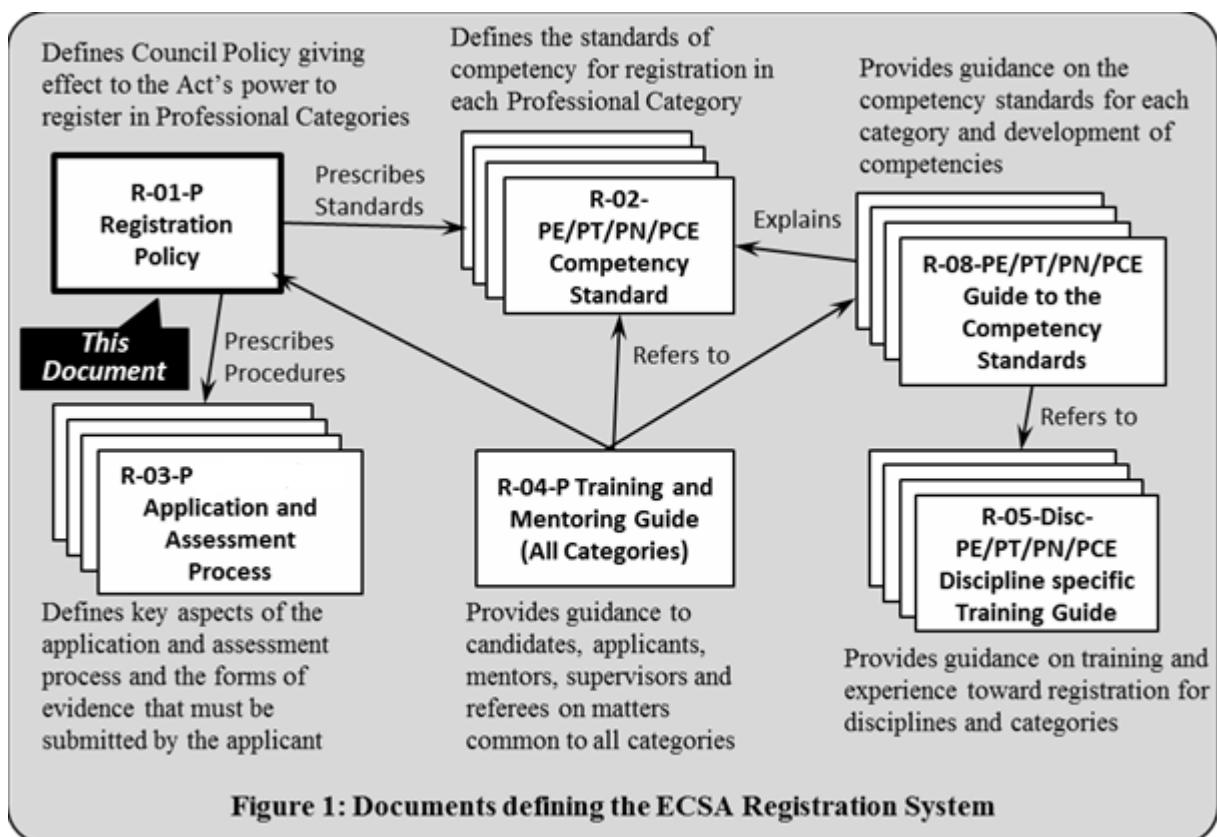


<b>ENGINEERING COUNCIL OF SOUTH AFRICA</b> <i>Standards and Procedures System</i>		 <b>E C S A</b>
<b>Policy on Registration of Persons in Professional Categories</b>		
<b>Status: Approved by Council</b>		
<b>Document : R-01-P</b>	<b>Rev-1.6</b>	

### Background: The ECSA Registration System Documents

The documents that define the Engineering Council of South Africa (ECSA) system for registration in professional categories are shown in Figure 1 which also locates the current document.



## 1. Purpose

- 1.1 This document defines policies set by the Council of the Engineering Council of South Africa (ECSA) (Council) governing registration of persons in the four professional categories: Professional Engineer, Professional Engineering Technologist, Professional Engineering Technician and Professional Certificated Engineer and the corresponding candidate categories. The policy gives effect to provisions of the Engineering Profession Act No 46 of 2000 (the Act) with regard to professional and candidate registration.

This policy encompasses the following:

- Section 2 defines the educational requirement for registration in candidate categories and means of satisfying this requirement.
- Section 3 defines the educational requirement for registration in professional categories and means of satisfying this requirement.
- Section 4 determines the standards to be demonstrated by applicants for registration in professional categories.
- Section 5 states Council's policy on the professional development process, that is training and experience toward professional registration.
- Section 6 states Council's policy on applications for registration for the various types of applicants.
- Section 7 states Council's policy on assessment of the competence of applicants in professional categories.
- Section 8 defines the transitional arrangements for introduction of this policy.

- 1.2 These policies are supported by competency standards, competency guidelines, processes for assessments, training and mentoring guidelines, application guidelines, standard forms and information specific to particular work contexts. Relevant documents are referred to at various places in this policy.

## **2. Determination of Education Requirements for Registration in Candidate Categories**

- 2.1 Section 18(1)(b) of the Engineering Profession Act No 46 of 2000 makes provision for registration as a candidate in categories corresponding to the professional categories, namely:

- Candidate Engineer;
- Candidate Engineering Technologist;
- Candidate Engineering Technician; and
- Candidate Certificated Engineer.

- 2.2 A person intending to apply for registration in a professional category may first apply for registration as a candidate in the category but is not obliged to do so. Persons who have met the educational requirements by the methods defined in Section 2.4(i) to (iv) and who are undergoing training are strongly encouraged to register as candidates

- 2.3 The requirement for registration as a candidate in a category is stated in section 19(2)(b) of the Act:

*19(2) The council must register the applicant in the relevant category [text omitted] if, after consideration of the application, the council is satisfied that the applicant –*

*(a) [Text omitted]*

*(b) in the case of a person applying for registration as a candidate, has satisfied the relevant educational outcomes determined by council for this*

*purpose, by –*

- (i) having passed accredited or recognised examinations at any educational institution offering educational programmes in engineering; and*
- (ii) having passed any other examinations that may be determined by the council; or*
- (iii) presenting evidence of prior learning.*

2.4 An applicant for registration as a candidate in a category may satisfy the relevant educational requirements by one of the following means. The applicant:

- (i) holds an accredited qualification or acceptable combination of accredited qualifications prescribed for the category; or
- (ii) holds a qualification or combination of qualifications recognised under an international academic agreement relevant to the category; or
- (iii) holds a qualification or combination of qualifications that have been determined by case-by-case evaluation to satisfy criteria for substantially equivalence to an accredited qualification for the category by virtue of:
  - (a) the qualification(s) being awarded in a jurisdiction or by a provider that has a record of quality or a quality assurance system known to ECSA; or
  - (b) examination of detailed documentation on the qualification(s) reflecting substantial equivalence; or
- (iv) presents a combination of evidence determined by Council for the category that indicates an individual level of educational achievement against criteria that is substantially equivalent to an accredited qualification; evidence may include:
  - (a) qualification(s) or credits towards qualifications not already presented under (iii);
  - (b) completion of examinations or other forms of assessment set or prescribed by Council; or
  - (c) portfolio(s) of evidence of work and other outputs presented for assessment; or
  - (d) other evidence of prior learning presented for assessment.

2.5 The criteria for accredited programmes in case (i) are defined in document E-03-P, read with the relevant standards for the category referenced in E-03-P. The standards for accredited qualifications are defined in Schedule 1.

2.6 International educational agreements relevant to candidate and professional categories are shown in Schedule 2.

**Schedule 1: Engineering educational standard applicable to professional and candidate categories**

<b>Category of Registration</b>	<b>Educational Standard Document</b>
Candidate and Professional Engineer	E-02-PE
Candidate and Professional Engineering Technologist <sup>1</sup>	E-02-PT; or E-05-PT (with prerequisite qualification conforming to E-02-PT); or E-02-PE

Candidate and Professional Engineering Technician <sup>2</sup>	E-02-PN; or E-06-PN (with prerequisite qualification conforming to E-02-PN); or E-02-PT; or E-02-PE
Candidate and Professional Certificated Engineer	E-02-PCE
<p>1: An accredited BTech (with a prerequisite accredited National Diploma or equivalent) continues to be recognised as meeting the ECSA educational requirements.</p> <p>2: An accredited National Diploma continues to be recognised as meeting the ECSA educational requirements.</p>	

## **Schedule 2: International educational agreements applicable to candidate and professional categories**

<b>Category of Registration</b>	<b>Educational Standard</b>
Candidate and Professional Engineer	Washington Accord
Candidate and Professional Engineering Technologist	Sydney Accord
Candidate and Professional Engineering Technician	Dublin Accord
Candidate and Professional Certificated Engineer	No Agreement

- 2.7 The policy and procedures for accrediting qualifications are defined in documents E-10-P to E-16-P. Criteria, policies and procedures for considering applicants under cases (iii) and (iv) are defined in document E-17-P.
- 2.8 Persons who do not meet the educational requirement for candidate under (i), (ii) or (iii) fall into case (iv) and must be assessed individually. A qualification may be accredited, recognized or evaluated as partially satisfying the education requirement. In such cases, applicants may make up deficits by further learning. An applicant under (iv) may, in addition to evidence already presented, be required to undergo assessment of various forms including oral or written examinations. If the applicant's qualifications and other evidence are evaluated as being substantially equivalent to an accredited South African qualification, the applicant is eligible for registration as a candidate in the relevant category.
- 2.9 A person is considered to have met the education requirements for a category at the time of completion of a qualification or qualifications that are accredited, recognised or evaluated as substantially equivalent in terms of Section 2.4(i), (ii) or (iii) & (iv).

### **3. Determination of Education Requirements for Registration in Professional Categories**

- 3.1 An applicant who is already registered as a candidate in the category corresponding to that applied for at professional level is not required to satisfy further educational requirements under 19(2)(a)(ii) of the Act.
- 3.2 In the case of an applicant for registration who is not registered as a candidate in the relevant category at the time of the application or has not by prior evaluation or assessment satisfied the educational requirements, the applicant must in terms of section 19(2)(a)(ii) of the Act demonstrate a level of educational achievement as prescribed for the category by one of the mechanisms defined in Section 2.4.

### **Applicants Holding Accredited, Recognised or Other Qualifications**

- 3.3 The first four mechanisms have identical requirements to those for registration as a candidate, namely methods (i), (ii), (iii) and (iv) as defined in Section 2.4.
- 3.4 Criteria and processes for assessing the educational achievement of applicants for registration are as defined in Sections 4.5 to 4.8 and in document E-17-P.

### **Applicants Registered with Signatories to International Agreements on Registration**

- 3.5 An applicant for professional registration under an international agreement is deemed to meet ECSA's education requirements for registration if the applicant:
- a) in the case of a person professionally registered by a body with which ECSA has a mutual exemption agreement, has satisfied educational requirements defined under that agreement; or
  - b) in the case of a person applying for registration as a Professional Engineer who is registered on a section of the International Register administered by another signatory to the International Professional Engineers Agreement (IPEA), formerly the Engineers Mobility Forum, holds a qualification or combination of qualifications determined by the original registering signatory to be substantially equivalent to a Washington Accord qualification; or
  - c) in the case of a person applying for registration as a Professional Engineering Technologist who is registered on a section of the International Register administered by another signatory to the International Engineering Technologist Agreement (IETA), formerly the Engineering Technologists Mobility Forum holds a qualification or combination of qualifications determined by the original registering signatory to be substantially equivalent to a Sydney Accord qualification.

### **Special provisions**

- 3.6 An applicant who seeks to meet the educational requirement by methods stated in Section 2.4 (i), (ii) or (iii) above and who provides evidence that he or she has been continuously in training or practice in the relevant category for at least ten years since graduation and whose claim is verified via a summary of training and experience, may be evaluated against the educational standards for the category prevailing at the time that he or she completed the educational qualification.
- 3.7 An applicant who seeks to meet the educational requirements by the method stated in Section 2.4 (iv) above, may present evidence of satisfying educational criteria by submitting evidence of performance against a corresponding outcome at the professional level, as specified in document E-17-P.
- 3.8 An accredited, recognized or evaluated educational qualification must have a knowledge profile appropriate to the discipline of the applicant's work experience.
- 3.9 An applicant for registration may be required to demonstrate during the registration process (Stage 2 - Competency Assessment) that he or she has an appropriate body of knowledge for the discipline in which he or she practises.

3.10 Where an applicant for educational evaluation does not demonstrate substantial equivalence against the substantial equivalence criteria, the applicant may undertake further learning and provide evidence of satisfying outstanding requirements within three years of the date of the communication informing the applicant of the educational deficiencies. No further fee is payable if the required evidence is submitted within the period.

#### **4. Determination of Standards of Competence for Registration in Professional Categories**

4.1 Section 18(1)(a) of the Engineering Profession Act No 46 of 2000 defines categories of professional registration in which ECSA may register persons:

Professional Engineer;  
Professional Engineering Technologist;  
Professional Engineering Technician; and  
Professional Certificated Engineer.

4.2 The essential requirements to become registered in a category are stated in Section 19(2)(a) of the Act:

*19(2) The council must register the applicant in the relevant category [text omitted] if, after consideration of the application, the council is satisfied that the applicant –*

- (a) In the case of a person applying for registration as a professional- has*
- (i) demonstrated his or her competence as measured against standards determined by the council for the relevant category of registration; and*
  - (ii) has passed any additional examinations that may be determined by the council;*

4.3 This policy gives effect to the requirements of Section 19(2)(a)(i) of the Act by:

4.3.1 Determining the expected outcomes and level of performance for demonstrating competence for each professional category in the form of competency standards listed in Schedule 3. Competency standards are stated in the form of generic baseline competencies that all professionals in the category must demonstrate irrespective of discipline or speciality. Competency must be demonstrated within the practice area of the applicant.

4.3.2 Assessing the competence of an applicant for registration in a particular professional category on the basis of evidence presented by the applicant according to defined procedures.

4.3.3 Determining the educational outcomes that must be fulfilled by applicants for registration.

4.4 Any applicant, who through his or her performance demonstrates competence against the standards, including educational outcomes, will be registered provided that none of the conditions listed in Section 19(3) of the Act apply in the particular case.

**Schedule 3: Competency Standard applicable to professional categories**

Category of Professional Registration	Competency Standard Document
Professional Engineer	R-02-PE
Professional Engineering Technologist	R-02-PT
Professional Engineering Technician	R- 02-PN
Professional Certificated Engineer	R-02-PCE

**5. Professional Development toward Registration**

- 5.1 The process of experience and training that brings an individual to the level of competency required for registration is not prescribed by ECSA; the level of achievement is however defined in the competency standards. It is recognised that many routes to attaining this competency exist. Guidelines to employers, mentors and aspiring registrants are given in document R-04-P. These guidelines, together with an accredited qualification define a benchmark route to developing the competency required for registration. Candidates proceeding to registration by any route are assessed identically according to the competency standards and defined procedures.
- 5.2 The training guidelines in R-04-P may be supplemented by guidelines for particular categories of registration and work contexts. Examples of work contexts include but are not limited to categories of registration, engineering disciplines within each category, industry sectors and academic staff at higher education institutions. Context-specific guidelines must be approved by the Central Registration Committee.

**Period of Training**

- 5.3 ECSA does not normally consider an application for registration unless the period of training and experience shown in Schedule 4 has been completed.
- 5.3.1 In the case of a person meeting the education requirements under sections 2.4(i), (ii) or (iii), the required period starts not earlier than the date of meeting the requirement for qualification(s).

**Schedule 4: Normal minimum duration of education, training and experience**

Category of Professional Registration	Education	Training and Experience
Professional Engineer	4 years	3 Years
Professional Engineering Technologist	3 years	4 years
	4 years	3 years
Professional Engineering Technician	2 years	4 years
	3 years	3 years
Professional Certificated Engineer	Obtain one of seven GCCs – see R-02-PCE	3 years including a legal appointment for 12 months
Note: Academic programmes referred to above must be accredited, recognised or evaluated as equivalent, with individual assessments where required.		

## Employer's Commitment and Undertaking and Candidacy Programmes

- 5.4 A Commitment and Undertaking (C&U) is an agreement entered into between an employer and ECSA under which the employer commits to the train candidates to the standard required for registration in an identified professional category. A Commitment and Undertaking may be entered into for one or more of the professional categories. In entering a C&U, the employer signifies the intent to:
- (a) Structure and execute training of candidates in accordance with the competency statements, policies and guidelines laid down by ECSA for the applicable category of registration;
  - (b) Ensure adequate supervision of candidates by registered persons;
  - (c) Register mentors with ECSA and ensure adequate mentoring of candidates; and
  - (d) Provide regular guidance to the candidates through competent supervisors and mentors.
- 5.5 A candidacy programme is a framework for employers to plan and execute training toward registration in a professional category. A candidacy programme is one means of implementing a Commitment and Undertaking. A candidacy programme has the following components:
- 5.5.1 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 ECSA in the appropriate category.
  - 5.5.2 The competency standards generated by ECSA are used as workplace standards. They define the competency outcomes of the training programme; the employer must define the process to build up competence to the required level. The employer must make specific reference to the workplace standards in its workplace skills plan. In addition, 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.
  - 5.5.3 If not already registered, the trainee should register in the appropriate candidate category with ECSA as early as possible in the training period.
  - 5.5.4 The employer provides a supervisor internal to the company and a mentor who should preferably be internal but may be external. While supervisor and mentor may change from time to time, employers must ensure continuity of supervision and mentoring.
  - 5.5.5 Structured work experience is provided by the employer to the candidate. This work is managed using a standard format training record. The candidate's progress is assessed on an on-going basis by supervisors and mentors, also using the training record for documentation.
  - 5.5.6 When the candidate is considered to be ready for registration, he or she applies to ECSA for registration. Evidence of competence is provided as required by ECSA. The summative assessment of competence is performed by ECSA.
  - 5.5.7 Success in attaining registration is considered to be evidence of the quality of the training programme. The workplace learning programme is not subject to formal quality assurance.



## **Requirements on Candidates, Supervisors, Mentors and Referees**

- 5.6 Various sections of the Act require registration for particular aspects of work. Section 18(2) requires registration for practice in a professional category. Section 18(3) requires a person who practises in a consulting capacity to be registered in an appropriate category. Section 18(4) requires a person registered as a candidate to work under the supervision and control of a registered person.
- 5.7 Section 26 empowers and requires ECSA to identify work that must be performed or supervised and controlled only by professionally registered persons who must take responsibility for the work. When this identified work is promulgated, it may place further restriction on trainees who are not registered as candidates.
- 5.8 In such cases, the candidate must work under the supervision of a registered person. Supervision may not be direct but the supervisor must take responsibility for the candidate/trainee's work from a fully informed position. The supervisor would normally guide and mentor the candidate's development. The candidate may be mentored by another registered person in the employer organisation.
- 5.9 If employers do not have suitable persons as internal mentors in their employ, they must ensure that external mentors are appointed. Mentors thus appointed should be sensitive to any limitations which the employer may wish to set in any given situation. Such mentors cannot take responsibility for work performed by the trainee. Thus, the supervisor and mentor, if different from the supervisor, must both be registered in an appropriate professional category.
- 5.10 The training guide, R-04-P together with R-11-P, gives guidance on ways of dealing with the problem that the candidate must demonstrate the ability to take responsibility but is not allowed to do so.

## **Advanced Academic Programmes**

- 5.11 Applicants for professional registration who have completed higher education programmes beyond the level required for registration in a category may offer appropriate aspects of the advanced programme as part of the evidence of competence, provided that the aspects of the programme so offered provide evidence of demonstrating specific outcomes at the required level.
- 5.12 The contribution of the advanced higher education programme to demonstrating relevant competencies must be certified by a supervisor or head of department who is professionally registered in the category and discipline in question.

## **Initial Professional Development Activities Prior to Professional Registration**

- 5.13 Outcome 11 of the competency standards requires the applicant to demonstrate ability to manage and undertake on-going professional development. Applicants are therefore required to plan and undertake activities, which may be accredited or non-accredited, during their training, referred to as initial profession development (IPD) to distinguish it from post-registration CPD performed to maintain professional registration.

## **Training Outside the Republic of South Africa**

- 5.14 Applicants who received their practical training in engineering work abroad will be considered in accordance with the principles and requirements contained in this Policy Statement.

## **Obligations on Attaining Professional Registration**

- 5.15 Once an applicant has become registered in a professional category, the Act and ECSA's policy on renewal of registration impose several obligations on the person.
1. The ECSA Code of Conduct applies as would any ECSA-approved code of practice. This includes the requirement that the person must work within the limits of his or her competence.
  2. The registered person is subject to CPD requirements. (See ECSA Documents 4.2 Amendment to Rules: Continuing Professional Development and Renewal of Registration)
  3. Annual fees must be paid.

## **6. Application for Registration**

- 6.1 Section 19(1) of the Act requires a person wishing to register to submit an application and evidence of competence in the prescribed form. The applicant must provide his or her history of education, training and experience.
- 6.1.1 An application for registration as a professional must contain evidence of competence in the required form.
- 6.1.2 An applicant must make a declaration that:
- (a) If registered, he or she is subject to the ECSA Code of Conduct;
  - (b) He or she is subject to requirements to renew registration in terms of ECSA Rules, linked to Continuing Professional Development (CPD) requirements if registered in a professional category; and
  - (c) He or she is not subject to any of the conditions listed in section 19.(3) of the Act.
- 6.2 The process of applying for registration as a candidate or as a professional is detailed in document R-03-P.
- 6.3 A person who is registered as a candidate in the relevant category may submit an application for professional registration, with due regards to the normal minimum period of training and experience listed in Schedule 4.
- 6.4 A person who is not registered as a candidate who claims to meet the educational requirement by mechanisms (i) or (ii) in Section 2.4 may apply for recognition of educational achievement within an application for professional registration.
- 6.5 A person who is not registered as a candidate who claims to meet the educational requirement by mechanisms (iii) or (iv) in Section 2.4, is required to apply for evaluation of educational achievement prior to submitting an application for professional registration.

6.6 A person who seeks professional registration with ECSA in terms of an international register agreement must demonstrate in an interview that he or she is proficient at a level appropriate to professional practice, has knowledge of legislative and technical conditions applicable to his or her field of practice in South Africa, has language proficiency adequate for practice in South Africa and meets any other requirements specified in terms of the applicable international agreement.

**7. Policy and Process for Assessment of Competence**

7.1 Each applicant must provide evidence of competence from his or her work, irrespective of the development pathway followed toward registration. Failure to provide evidence or information may result in refusal of the application. This requirement is never waived except where international agreements entered into by ECSA provide for the recognition of competence, including educational achievement, determined by another signatory.

7.2 Competency of an applicant for registration must be assessed by a process of peer judgement using this policy and the process defined in document R-03-P and other related documents. The assessment process must determine whether the applicant has provided evidence of competence against each outcome prescribed in the competency standards for the category (“the prescribed standards”) and make an integrated judgement of the applicant’s competence.

**Table 1: Summary of Authority and Functions (Informative)**

<b>Responsibility</b>	<b>Committee</b>
Evaluate Engineering Qualifications	Qualification Evaluation Working Group(QEWG)
Evaluate Technology Qualifications	Qualification Evaluation Working Group (QEWG)
Consider <u>applications</u> and recommend	Moderator

Approve registration of successful applicants	Moderator
Approve the abeyance of an application	Moderator
Recommend refusal of professional registration	Moderator
Recommend refusal of candidate registration	
Review the appointment of Assessors/reviewers/moderators appointed	Central Registration Committee
Refuse registration as professional	Central Registration Committee
Refuse registration as candidate	
Consider appeals against registration decisions	Council

- 7.3 The relevant Assessors and Reviewers are designated as the persons responsible for assessing the competence of applicants for a category or discipline within a category. The assessments completed by the Assessors and Reviewers for an application for registration as a professional must be moderated depending on the discipline into which his or her educational qualification and work experience principally falls.
- 7.4 The assessment process must satisfy Section 33 of the Constitution of the Republic of South Africa, namely, it must be lawful, reasonable and procedurally fair, and that if registration is kept in abeyance or refused, written reasons must be given. The process must be transparent to applicants. Assessors/Reviewers/Moderators shall be expected to declare any conflict of interest and where such a conflict exists recuse themselves from the process.
- 7.5 The members of each assessment pool are appointed peers in the relevant category and discipline and are delegated the function of assessing the competence of applicants. These Assessors/Reviewers/Moderators appointed by Administration to the appropriate panel must for:
- (a) **Assessors**
- i. Be registered with ECSA in an appropriate category and discipline;
  - ii. Have contextual knowledge in the area of the applicant's offered evidence;
  - iii. Be skilled in the method of competency-based assessment to the satisfaction of the Central Registration Committee (CRC).
  - iv. Have not been subjected to any misconduct or found guilty of any offence.
  - v. Have not been refused registration on all grounds stated in Section 3(i-vi) of the EPA.
  - vi. Have not had their registration cancelled as contemplated in Section 20 of EPA.
  - vii. Comply with all ECSA CPD requirements.
  - viii. Comply with all ECSA registration requirements as a professional.
  - ix. Must have attended and completed ECSA prescribed /organised Assessor training.
- (b) **Reviewers**
- i. Be registered with ECSA in an appropriate category and discipline;
  - ii. Have contextual knowledge in the area of the applicant's offered evidence;
  - iii. Be skilled in the method of competency-based assessment to the satisfaction of the Central Registration Committee (CRC).
  - iv. Have not been subjected to any misconduct or found guilty of any offence.
  - v. Have not been refused registration on all grounds stated in Section 3(i-vi) of the EPA.
  - vi. Have completed ECSA Assessor, Reviewer and Moderator training
  - vii. Have not had their registration cancelled as contemplated in Section 20 of EPA.
  - viii. Comply with all ECSA CPD requirements.
  - ix. Comply with all ECSA registration requirements as a professional. Must

have observed 3 reviews/Interviews conducted by ECSA experienced and approved Reviewers.

- x. Must have been declared competent and signed off by 3 lead Reviewers as competent of conducting independent reviews/interviews.

**(c) Moderators**

- i. Be registered with ECSA in an appropriate category and discipline;
- ii. Have contextual knowledge in the area of the applicant's offered evidence;
- iii. Be skilled in the method of competency-based assessment to the satisfaction of the (CRC).
- iv. Have not been subjected to any misconduct or found guilty of any offence.
- v. Have not been refused registration on all grounds stated in Section 3(i-vi) of the EPA.
- vi. Have completed ECSA Assessor, Reviewer and Moderator training.
- vii. Have not had their registration cancelled as contemplated in Section 20 of EPA.
- viii. Comply with all ECSA CPD requirements.
- ix. Comply with all ECSA registration requirements as a professional.
- x. Must have conducted 10 assessments.
- xi. Must have conducted 10 Professional reviews.

## **Screening of Applications**

7.6 On receipt of an application together with supporting documents, including referees' reports, the application must be screened for administrative completeness by a designated staff member. After screening, the following actions are available:

- 7.6.1 Refer to the application for experience appraisal as defined in Sections 7.8 to 7.10 ; or
- 7.6.2 Request further information from the applicant; or
- 7.6.3 In cases where the applicant fails to provide the requested information refer the application for moderation to recommend refusal of the application to the Central Registration Committee (CRC).

## **Process of Assessment of Competence**

7.7 There is one assessment process used for assessment of an applicant's competence for registering as a professional.

7.7.1 The Assessment Process has two stages:

- (a) Stage 1: The Experience Appraisal (EA) is a documentary assessment of the applicant's evidence of competence, including records of training and experience, record of initial professional development activities and engineering report, to determine whether evidence presented indicates that he/she has achieved the level of competence specified in the prescribed standard for the category through evidence from work. Indications of competency from the experience appraisal stage must be confirmed at the Professional

Review.

- (b) Stage 2: The Professional Review (PR) is an integrative assessment of the applicant's competency, including professional attributes specified in the standard for the category via a comprehensive review of the applicant's evidence and an interview.

## **The Process for Conducting the Experience Appraisal and Professional Review**

### **Experience Appraisal**

- 7.8 The experience appraisal must be conducted by not less than four Assessors selected from the Pool of Assessors, as defined in Section 7.5 (a).
- 7.9 Each Assessor for the experience appraisal must rate the evidence provided by the applicant against the prescribed standard for the category and formulate an integrated judgement of the competence of the applicant. Each Assessor must make a recommendation from the following:
  - 7.9.1 The applicant has provided evidence indicative of competence against the prescribed standard. An Assessor may identify issues relating to particular criteria to be confirmed or further assessed during the professional review; or
  - 7.9.2 The applicant has not provided evidence indicative of competence against particular criteria in the prescribed standards. An Assessor may indicate that:
    - (a) it is feasible for the applicant to take steps to obtain the outstanding evidence of competency within a period of 12 months; or
    - (b) that further information is required from the applicant and that this should be elicited through written communication and only where necessary via an interview.
- 7.10 On completion of the experience appraisal, the Panel of Moderators are required to receive the original application and reports of experience appraisals and must determine the course of action from the following:
  - 7.10.1 If not less than three Assessors recommend as in 7.9.1, and no more than one recommends as in 7.9.2, the Panel of Moderators must:
    - (a) Refer the application to proceed to the professional review.
  - 7.10.2 If more than one Assessor recommends as in 7.9.2, the Panel of Moderators must:
    - (a) Keep the application in abeyance in terms of Section 7.18, stating reasons for the abeyance; or
    - (b) Refer the application to the Central Registration Committee with a recommendation that the application be refused stating reasons for the refusal; or
    - (c) Taking into account any Assessors recommendations, direct, that the applicant be interviewed to ascertain additional information. After considering the interview report, the Panel of Moderators must determine the course of action from the following:

- i. refer the application to proceed to the professional review;
- ii. keep the application in abeyance in terms of Section 7.18 stating reasons for the abeyance ;
- iii. refer the application to the Central Registration Committee with a recommendation that the application be refused stating reasons for the refusal;

### **Professional Review**

- 7.11 The professional review must be conducted by not less than three Reviewers selected from the Pool of Reviewers, as defined in Section 7.5 (b).
- 7.12 The professional reviewers must submit individual reports and recommendations to the Panel of Moderators. The Panel of Moderators must take the experience appraisal, interview report (if this occurred) and referee reports into account. The Reviewers may recommend as follows:
- 7.12.1 The applicant has provided evidence of competence against the prescribed standard and should be registered; or
- 7.12.2 The applicant has not provided evidence of competence against particular criteria in the prescribed standards and should not be registered for the reasons stated.
- 7.13 On completion of the professional review, the Panel of Moderators is required to receive the original application, collated reports from the professional review, reports of Reviewers and referees from administration and must make a determination as follow:-
- 7.13.1 In the case of referral of an application under Section 7.12.1, the Panel of Moderators must:
- (a) make a decision to register an applicant who has demonstrated competence against the prescribed standards; or
- 7.13.2 If more than two Reviewers recommend as in 7.12.2, the Panel of Moderators must:
- (a) recommend to the Central Registration Committee (CRC) that it should refuse registration, stating the reasons for refusal; or
  - (b) refer the application back for consideration by the parties appropriate to the case.
- 7.14 The Panel of Moderators contemplating a decision under 7.13.2 (b) may require an applicant to undertake an additional test or tests. Further tests may include, but are not restricted to, oral presentations and essays written under examination conditions.

### **Experience Appraisal and Professional Review Moderation (Assessment Moderation)**

- 7.15 The experience appraisal and professional review must be moderated by a Panel of two Moderators.
- 7.16 The Moderators shall be selected from the Moderators Pool as defined in Section 7.5 (c) for each category and discipline.

- 7.17 The Moderator must moderate all abeyances from the experience appraisals before replying to applicants.
- 7.18 The Panel of Moderators must moderate all recommendations to refuse registration from experience appraisals and professional reviews before forwarding these to the Central Registration Committee (CRC) for endorsement.
- 7.18.1 The Panel of Moderators must moderate all recommendations for either registration or refusal of registration from the professional reviews before approving or refusing to approve registration.

## Abeyance

- 7.19 An application shall be kept in abeyance only during the experience appraisal stage.
- 7.20 Where an applicant for registration as a professional does not provide evidence of competence against part or parts of the prescribed competency standards, the application may be kept in abeyance by the Moderator for a period not exceeding twelve months if it is considered feasible for the applicant to obtain evidence of satisfying outstanding requirements in that time.
- 7.20.1 The period of twelve months commences on the date of the communication informing the applicant of the abeyance and reasons for such abeyance.
- 7.20.2 In providing evidence after the abeyance is given and within the period, an applicant is not required to provide new evidence against the requirements already satisfied.
- 7.20.3 No further fee is payable if the required evidence is submitted within the period.
- 7.20.4 If the period of abeyance is exceeded, the applicant must make a new, complete application, pay the prescribed fee and provide evidence of competence against all requirements.
- 7.20.5 An abeyance in terms of Section 7.20 may, on application stating the grounds for the extension made prior to the expiry of the twelve month period, be extended for a further twelve months.
- 7.20.6 An applicant may on submission of new evidence after an abeyance be granted a further abeyance of up to twelve months.
- 7.20.7 An applicant may only once benefit by the concession in 7.20.5 or 7.20.6.
- 7.20.8 When an application for registration as a professional in a category is kept in abeyance, the Panel of Moderators must identify the competency outcomes that have not been satisfied and formulate a *deficiency statement*, that is, written reasons for the abeyance of the application in terms of the prescribed standards applicable in the particular case.

## Refusal

- 7.21 When an application for registration as a professional in a category is refused,
- 7.21.1 The Panel of Moderators must identify the competency requirements that have not been satisfied, and formulate a deficiency statement, that is, providing written reasons for refusal of professional registration in terms of the prescribed standards applicable in the particular case.



7.22 When an application for professional registration has been refused, the applicant may submit a new application for registration **as soon as** evidence of competence against all identified deficient outcomes is available.

## **Registration**

7.23 The Date of Registration is that date on which Council, through the Panel of Moderators with delegated power to register for the category, decided to register the applicant. This date appears on original and replacement registration certificates.

## **8. Transition from Previous System in Force**

8.1 For the categories of Professional Engineer, Professional Engineering Technologist, Professional Certificated Engineer and Professional Engineering Technician, the adoption of formal competency standards brings about detailed changes in the method of assessing candidates and the focus of training and development toward professional competency. Council will therefore publish transitional arrangements and requirements as required.

## Appendix A: Definitions and Abbreviations

### Definitions

**Accredited Qualification:**

A qualification awarded on successful completion of an accredited programme.

**Assessor:**

A professionally registered person who carries out the Experience Appraisal assessment.

**Benchmark Route:**

The normal process required to attain registration, consisting of the completion of an accredited, recognised or evaluated equivalent qualification and a well-structured and effectively executed programme of training and experience for the category of registration.

**Competency Assessment:**

Is a summative assessment of an individual's competency against the prescribed standard based on evidence from the individual's work, reports by qualified observers, and other tests that may include a professional review.

**Competency Standard:**

Statement of competence required for a defined purpose.

**Continuing Professional Development:**

The systematic, accountable maintenance, improvement and broadening of knowledge and skills, and the development of personal qualities necessary for the execution of professional and technical duties throughout an engineering practitioner's career after professional registration.

**Experience Appraisal:**

See Section 7.8 – 7.11.

**Generic Baseline Competency:**

The competency for a category of professional defined in terms of outcomes, including the expected level of performance, that can be demonstrated in a range of occupational contexts.

**Initial Professional Development:**

Systematic participation in the activities typical of Continuing Professional Development but carried out prior to professional registration.

**Mentor:**

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

**Moderator:**

A professionally registered person who carries out the moderation of the Experience Appraisal and Professional Review assessments.

**Practice Area:**

A distinctive area of knowledge and expertise developed by an engineering practitioner by virtue of the path of education, training and experience followed.

**Prescribed Standards:**

The competency standards (outcomes) for the category and discipline specific requirements (if any) that must be satisfied by an applicant for registration.

**Professional Review:**

See Section 7.12-7.15.

**Recognised Qualification:**

See documents E-01-P.

**Reviewer:**

A professionally registered person who carries out the Professional Review assessment.

**Standard:**

In the educational context, see document E-01-P; in the registration context, see *Competency Standard and Prescribed Standard*

**Substantial Equivalence:**

Applied to educational programmes means that two programmes, while not meeting a single set of criteria are both acceptable as preparing their respective graduates to enter training and experience toward professional registration.

**Supervisor:**

A person who oversees and controls engineering work performed by a candidate.

**Abbreviations**

<b>CPD:</b>	Continuing Professional Development
<b>C&amp;U:</b>	Commitment and Undertaking
<b>ECSA:</b>	Engineering Council of South Africa
<b>EA:</b>	Experience Appraisal
<b>GCC:</b>	Government Certificate of Competency
<b>IPD:</b>	Initial Professional Development
<b>PR:</b>	Professional Review
<b>RC:</b>	Central registration committee
<b>VA:</b>	Voluntary Association

**Revision History**

Version	Date	Status/Authorised by	Nature of Revision
Rev 1.0:	25 Nov 2010	Council	
Rev 1.1	17 March 2011	Approved by Council	Editorial changes made after Council
Rev 1.2	11 Jan 2012	Approved by Council	Change to section 6.20.2
Rev 1.3	1 Aug 2012	For Approval by Council	Changes to Schedule 2, sections 3.6, 4.2 6.10, 6.11,6.23, 7.3, and Schedule 7
Rev 1.3	24 Nov 2012	Approved by Council	
Rev 1.4	11 July 2016	For Approval by Council	Changes to Schedule 1 and section 4.5, additions to cover Certificated Engineers and a re-write of section 6
Rev 1.5	17 Nov 2016	For Approval by Council	Re-write of Policy for new Registration Assessment Model
Rev 1.5	24 Feb 2017	Approved by Exco	Re-write of Policy in line with new Registration Assessment Model
Rev 1.6	16 Mar 2017	For Approval by Council	Approved
Rev 1.6	2 May 2017	Working Group	Minor Amendments to EA and Professional Review
Rev 1.6	8 May 2017	PDSGC	Approved via round robin with minor amendments.
Rev 1.6	18 May 2017	For Approval by Council	Approved

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Generation**



John Cato

2017-05-19

Date