



ENSURING THE EXPERTISE TO GROW SOUTH AFRICA

Training Academy Certification and Accreditation Process

A-03-PRO

REVISION 3: 12 April 2022

ENGINEERING COUNCIL OF SOUTH AFRICA
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DEFINITIONS

Accreditation: Formal recognition awarded to an engineering training programme through a quality assurance procedure specifying that it meets the criteria laid down for the type of programme.

Accreditation criteria: Statements of requirements that must be satisfied by a programme in order to receive accreditation.

Accredited Engineering Training Programme: A programme that has been evaluated and recognised by the ECSA as meeting the stated criteria.

Accredited Qualification: A qualification awarded upon successful completion of an accredited programme.

Assessment: The process of determining the capability or competence of an individual by evaluating performances against standards.

Assessor: A professionally registered person who carries out the certification of Training Academies and/or the accreditation of engineering training programmes.

Candidate: A person who meets the requirements as described in Section 5.1 of document R-01-POL-PC and has registered with the ECSA in this category.

Category: A mode of registration defined in or under the ECSA Act that has a distinctive purpose, characteristic competencies, defined principal routes to registration and designated educational requirements.


Certification: Formal recognition awarded to a Training Academy through a quality assurance procedure specifying that it meets the requisite criteria to offer engineering training programmes.

Certification Criteria: Statements of requirements that must be satisfied by a Training Academy in order to receive certification.

Certified Training Academy: A Training Academy that has been evaluated and recognised by the ECSA as meeting the stated criteria.

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Comment: Communicates impressions of the Team and commendations or constructive criticism on negative factors that are not classified as deficiencies or concerns.

Competency Assessment: A summative assessment of an individual's competency against the prescribed Standard that is based on evidence in 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.

Concern: A matter that is not viewed as a deficiency but could potentially affect future compliance with an accreditation/certification criterion or criteria.

Continuing Professional Development (referred to herein as CPD): Continuing education and training as contemplated in Section 13(k) of the Engineering Profession Act, No. 46 of 2000. Continuing Professional Development also refers to the systematic maintenance, improvement and broadening of knowledge and skills and the development of the necessary personal qualities for the execution of professional and engineering duties throughout a person's engineering career. It is the learning and development that takes place after completion of educational studies and through which registered persons maintain and develop competencies to continue to perform their roles efficiently.

CPD Licensed Bodies (CPD Validator): Bodies determined and licensed through the powers of delegation of the ECSA for the purposes of verifying CPD Service Providers and validating CPD Activities for Category 1 CPD Activities in the main.

Deficiency: Terminology used to identify a condition or combination of factors that does not conform to an accreditation criterion or criteria.


Engineering problem solving: The process of finding solutions through a conscious, organised process that relies on generic competencies and the application of engineering knowledge and skills.

Evaluation: Determining compliance of a result with prescribed criteria based on documentation, inspection and the application of judgement supported by reasoning.

Exercise judgement, take responsibility and act ethically: Be responsible for making sound decisions and act ethically on the part of all engineering activities.

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Final Report: An evaluation of the aspects of a Training Academy or engineering training programme that has been given notification of termination of certification/accreditation by the Training Academy and Development Committee after the previous visit; this may require a further visit.

Final Visit: Visit held at a time within the cycle stated by the Training Academy and Development Committee relating to the decision on the findings of the previous visit.

Graduate: A qualifying learner, irrespective of whether the qualification is a degree or a diploma.

Level: A measure of learning demands expressed in terms of level descriptors for types of problems, knowledge required, skills and responsibility.

Impacts of Engineering Activities: The reasonably foreseeable social, cultural and environmental effects of engineering activities that must be recognised and assessed.

Initial Professional Development: Undertake sufficient accredited or non-accredited professional development activities to maintain and extend the competence of the Candidate during the candidacy phase.

Interim Report: An evaluation of the aspects of a Training Academy or engineering training programme as required by the Training Academy and Development Committee in making the decision on the findings of the previous visit; this may require a further visit.


Interim Visit: Visit held at a time within the cycle stated by the Training Academy and Development Committee in the decision regarding the findings of the previous visit.

Managing Engineering Activities: Management is directed at achieving engineering results through the management of people, resources, processes, systems and money, which involves planning, organising, leading, implementing and controlling activities.

Mentor: A professionally registered person who guides the competency development of a Candidate in an appropriate category.

Outcome: At the professional level, a statement of the performance that a person must demonstrate to be judged competent.

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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.

Programme: A structured, integrated teaching arrangement with a defined purpose and pathway leading to a qualification.

Provisional Accreditation: A form of accreditation that may be awarded to a new or extensively revised engineering training programme through the evaluation of a quality assurance process after two (2) years of implementation.

Qualification: The formal recognition of a specified learning achievement that is usually awarded upon successful completion of a programme.

Regular Visit: A visit that is held on a four-year cycle after the Training Academy's engineering training programme has been accredited by the ECSA.


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

Stage 1: The point in the process of professional registration at which a person's qualification is assessed against the required educational qualification outcomes.

Standards: Statements of outcomes to be demonstrated, levels of performance and content baseline requirements in the context of engineering training programmes.

Supervisor: A person who oversees and controls engineering work performed by a Candidate.

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ABBREVIATIONS

CEO	ECSA Chief Executive Officer
CH	Ad Hoc Certification Committee Chairperson
CRC	Central Registration Committee
ECSA	Engineering Council of South Africa
EM	Education Manager
E-RF	Executive: Regulatory Functions
IDE	Initial Desktop Evaluation
ORG	Person within the Training Academy responsible for the training programme
PL	Panel Leader
PV	Provisional Visit
RF	Regulatory Functions
RM	Registration Manager
RPSC	Research, Policy and Standards Committee
RPSD	Research Policy and Standards Division
RV	Regular Visit
TADC	Training & Academies Development Committee
TL	Team Leader
TM	Team Member
TR	Trainer

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DOCUMENT CUSTODIAN

The custodian of this document is the Research Policy and Standards Division (RPSD). The RPSD is responsible for its implementation.

BACKGROUND

The illustration below defines the documents that comprise the Engineering Council of South Africa (ECSA) system for the certification of Training Academies and accreditation of engineering training programmes that meet the professional competency requirement for professional registration in various categories. The illustration also locates the current document in a list of documents related to Training Academy certification and programme accreditation.

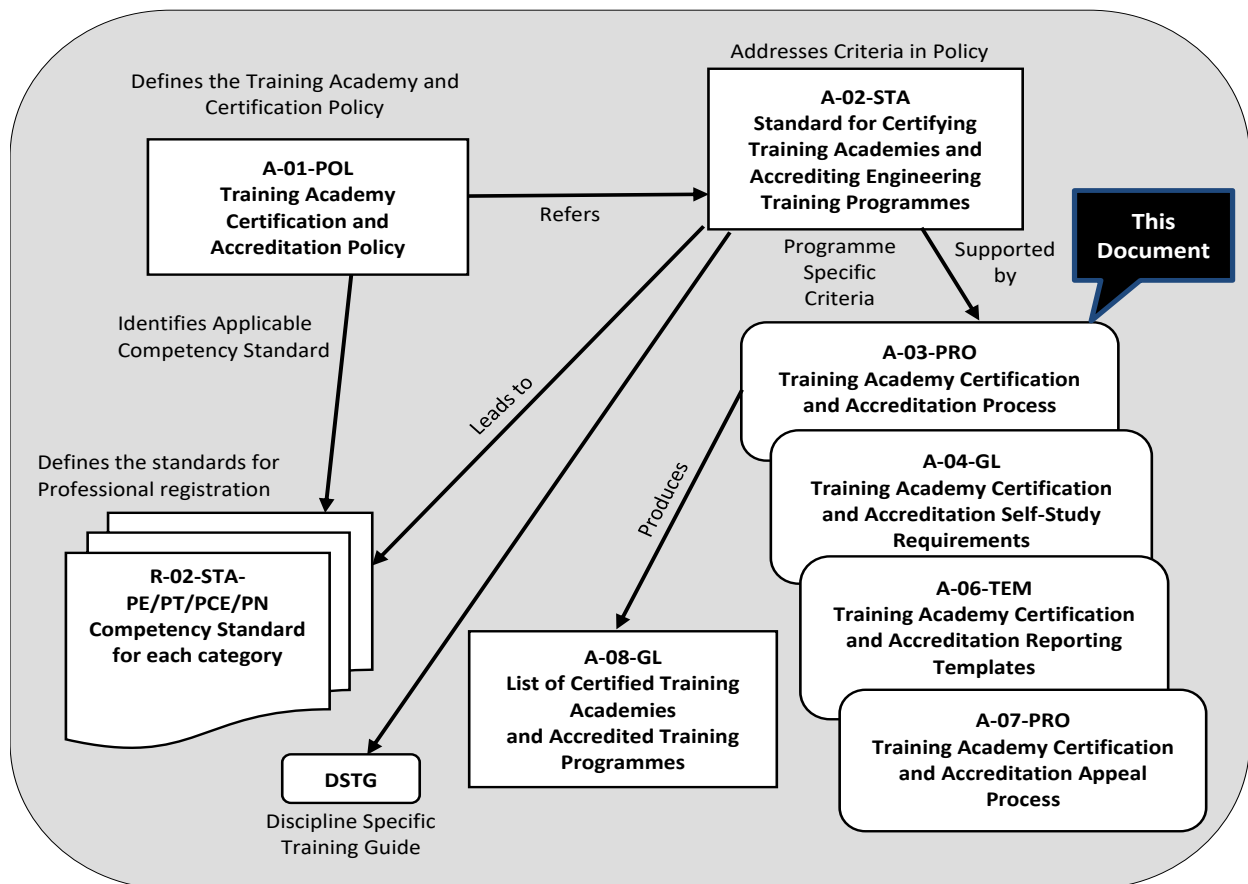



Figure 1: Documents defining the ECSA Training Academy Certification and Accreditation system

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1. PURPOSE OF THIS DOCUMENT

This document defines the Training Academy certification and engineering training programme accreditation process. It includes, as appropriate, the procedure for an Initial Desktop Evaluation (IDE) (Endorsement) and the arrangement of Provisional, Regular, Interim or Final certification/accreditation visits to a Training Academy. Three phases relating to certification and accreditation are covered: pre-visit activities, the visit itself and post-visit activities, including consideration of the resultant reports.

The document encompasses the following:

- Identifies roles and responsibilities of key role players in the Certification and Accreditation process
- Details the evaluation activities and timelines
- Describes the visit requirements
- Training & Academies Development Committee (TADC) meeting procedure
- Post-TADC meeting activity

2. EVALUATION ACTIVITIES AND TIMELINES FOR THE CERTIFICATION OF TRAINING ACADEMIES

2.1 Timing of evaluations


The IDE is initiated by the organisation that wishes to be certified by the ECSA as a Training Academy.

Regular certification visits take place in a year determined by the certification cycle or by the Interim and Final Evaluation Visits. The latter are determined by the outcome of the Training Academy and Development Committee meeting.

A Certification Visit must take place during normal working hours at a time agreed to by the ECSA and the Training Academy.

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2.2 Activities for Initial Desktop Evaluation

The process steps for the IDE (Endorsement) are defined in Table 1.

Note:

S – date of submission of relevant documentation

d – day

w – week


M – meeting

Table 1: Initial Desktop Evaluation: Activities, timeline and responsibilities

Desktop	Action	Responsibility
S	Request for IDE (Endorsement), including relevant documentation and associated fee submitted to the ECSA at date S	ORG
S+2d	Appoint a PL	E-RF
S+1w	Initial screening of documentation for completeness	PL
S+3w	Documentation not complete: Refer back to ORG	EM
S+2w	Documentation complete: Appoint TMs; secure TMs' commitment to evaluate report	E-RF with PL
S+2w	Communicate Team membership to ORG to identify any conflict of interest	EM
S+2w	ORG identifies any conflict of interest	ORG to EM
S+3w	Resolve unavailability and ineligibility issues	EM
S+3w	PL contacts Team to commence evaluation	PL
S+4w	Team training or briefing	EM + PL
S+4w	Issue documents to Team	EM
S+5w	Email or teleconference as required to complete evaluation	PL, TM
S+6w	Draft report completed by PL	PL
S+6w	Send Draft report to EM	PL
S+7w	Upon receipt, refer PL Report to ORG for factual correctness	EM
S+7w	ORG confirms factual correctness	ORG

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Desktop	Action	Responsibility
M	PL presents Team Report at next scheduled meeting of the TADC; TADC deliberates and formulates a Certification Decision	TADC
M+1w	Relevant Certificate issued to ORG	EM

EM: Education Manager; IDE: Initial Desktop Evaluation; ORG: Person within the Training Academy responsible for the training programme; PL: Panel Leader; TADC: Training & Academies Development Committee; TM: Team Member

2.3 Activities for Regular Visits

The process steps for Regular Visits are defined in Table 2. The time associated with particular activities expressed as V-x indicates that completion is required x time units before the visit.

Note: All times are latest times permissible; where feasible, activities may be completed earlier.

Note:

V – visit

d – day

w – week


M – meeting

Table 2: Regular Visits: Activities, timeline and responsibilities

Due	Activity	Responsible
V-22w	Remind ORG that a visit is due and that information specified in document A-04-GL must be submitted after on-site training for staff	EM
V-21w	ORG confirms visit and training requirements	ORG to EM
V-20w	ECSA provides dates for visit and prepares project plan with schedule indicating key activities with actual dates and responsible persons	EM
V-17w	ORG confirms project plan	ORG to EM
V-12w	ORG provides information called for in document A-04-GL	ORG
V-11w	Appoint a PL	E-RF with TADC
V-10w	Initial screening of documentation for completeness	PL

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Due	Activity	Responsible
V-10w	Documentation not complete: Refer back to ORG	EM
V-10w	Appoint TL	E-RF with PL
V-8w	Documentation complete: Appoint TMs; Secure TMs' commitment to the visit	E-RF with PL
V-8w	Check acceptability of observers	E-RF
V-8w	Communicate Team membership and Observers to ORG to identify any conflict of interest	EM
V-7w	ORG identifies any conflict of interest	ORG to EM
V-6w	Resolve unavailability ineligibility issues	EM
V-6w	Issue documents to Team	EM
V-6w	Team briefing by EM	EM+ PL +TR
V-5w	Book Team hotel rooms, meeting rooms	EM
V-5w	Finalise Team travel bookings	EM
V-5w	Confirm on-site venue with ORG	EM
V-2w	Check Team's computing and printing requirements	EM + ORG
V-10d	Call for missing/additional documentation	TL
V-1d	Preliminary evaluation of documentation	TL, TM
V+1w	Produce draft Team Report	TL
V+1w	Produce draft PL Report	PL
V+2w	Send agreed and signed TL and PL Reports to ECSA	PL to EM
V+3w	Upon receipt, send a draft report to ORG for checking factual correctness	EM to ORG
V+3w	Invite ORG to TADC meeting	EM
V+4w	ORG returns matter of factual correctness of report to ECSA RM	ORG to EM
V+5w	Attend to the matter of factual correctness	PL, TL
V+5w	Produce final TL and PL Reports, re-sign if necessary	PL, TL
M-14d	Circulate report with TADC Meeting Agenda	EM
M	PL presents Reports at next scheduled meeting of the TADC; TADC deliberates and formulates a Certification Decision	TADC

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Due	Activity	Responsible
M+1w	Relevant certificate issued to ORG	EM

EM: Education Manager; ORG: Person within the Training Academy responsible for the training programme; PL: Panel Leader; RM: Registration Manager; TADC: Training & Academies Development Committee; TL: Team Leader; TM: Team Member

2.4 Activities for Interim and Final report evaluations

The process steps for the Interim and Final report evaluations are defined in Table 3. The time associated with particular activities expressed as D-x indicates that completion is required x time units before the visit.

Note: All times are latest times permissible; where feasible, activities may be completed earlier.

Note:

d – date

w – week


M – meeting

Table 3: Interim and Final Report Evaluations: Activities, timeline and responsibilities

Due	Activity	Responsible
D-20w	Remind ORG that Interim/Final Report indicating proposed dates is due and that information specified by the TADC must be submitted	EM
D-18w	ORG confirmation of report date	ORG to EM
D-16w	Confirm dates for a visit and prepare project plan with schedule of key activities indicating actual dates and responsible persons	EM
D-6w	Appoint PL	E-RF with TADC
D-6w	Appoint TL	E-RF with PL
D-6w	Appoint TMs	E-RF with PL
D-6w	Communicate Team membership to ORG to identify any conflict of interest	EM
D-5w	ORG confirms/identifies any conflict of interest	ORG to EM

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Due	Activity	Responsible
D-4w	Secure TMs' commitment to evaluate report	PL, EM
D-2w	Resolve unavailability/ineligibility issues	CH + EM
D-2w	Interim/Final Report received from ORG	ORG to EM
D	Team commences Interim/Final Report evaluation	TL + TM
D+2w	Team completes Interim/Final Report evaluation	TL
D+6w	Draft reports completed by TL and PL	PL, TL
D+6w	Send draft reports to EM	PL
D+7w	Upon receipt, refer PL Report to ORG for factual correctness	EM
D+7w	ORG confirms factual correctness	ORG
M	PL presents Reports at next scheduled meeting of the TADC; TADC deliberates and formulates a Certification Decision	TADC
M+1w	Certificate issued to ORG	EM

EM: Education Manager; ORG: Person within the Training Academy responsible for the training programme; PL: Panel Leader; TADC: Training & Academies Development Committee; TL: Team Leader; TM: Team Members

3. EVALUATION ACTIVITIES AND TIMELINES FOR THE ACCREDITATION OF ENGINEERING TRAINING PROGRAMMES

3.1 Timing of evaluations


The IDE is initiated by a certified Training Academy that wishes to have its engineering training programmes accredited by the ECSA.

The Provisional and Regular accreditation visits take place in a year determined by the certification cycle or by the Interim and Final Evaluation Visits. The latter are determined by the outcome of the Training Academy and Development Committee meeting.

The Accreditation Visit must take place during normal working hours at a time agreed to by the ECSA and the Training Academy in order to enable an opportunity to interview the Candidates participating in the engineering training programme.

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3.2 Activities for Initial Desktop Evaluation

The process steps for the IDE (Endorsement) are defined in Table 4.

Note:

S – date of submission of relevant documentation

d – day


w – week

M – meeting

Table 4: Initial Desktop Evaluation: Activities, timeline and responsibilities

Desktop	Action	Responsibility
S	Request for IDE (Endorsement) including relevant documentation and associated fee submitted to ECSA at date S	ORG
S+2d	Appoint a PL	E-RF with TADC
S+1w	Initial screening of documentation for completeness	PL
S+3w	Documentation not complete: Refer back to ORG	EM
S+2w	Appoint a TL	E-RF with PL
S+2w	Documentation complete: Appoint TMs; Secure TMs' commitment to evaluate report	E-RF with PL
S+2w	Communicate Team membership to ORG to identify any conflict of interest	EM
S+2w	ORG identifies any conflict of interest	ORG to EM
S+3w	Resolve unavailability ineligibility issues	EM
S+3w	PL contacts TL to commence evaluation	PL

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S+4w	Team training or briefing	EM + PL + TR
S+4w	Issue documents to Team	EM
S+5w	Email or teleconference as required to complete evaluation	TL, TM
S+6w	Draft reports completed by PL and TL	PL, TL
S+6w	Send draft reports to EM	PL
S+7w	On receipt, refer PL and TL Reports to ORG for factual correctness	EM
S+7w	ORG confirms factual correctness	ORG
M	PL presents reports at next scheduled meeting of the TADC; TADC deliberates and formulates an Accreditation Decision	TADC
M+1w	Relevant Certificate issued to ORG	EM

EM: Education Manager; IDE: Initial Desktop Evaluation; ORG: Person within the Training Academy responsible for the training programme; PL: Panel Leader; TADC: Training & Academies Development Committee; TL: Team Leader; TM = Team Member

3.3 Activities for Provisional and Regular Visits

The process steps for the Provisional and Regular Visits are defined in Table 5. The time associated with particular activities expressed as V-x indicates that completion is required x time units before the visit.

Note: All times are latest times permissible; where feasible, activities may be completed earlier.

Note:

V – visit

d – day

w – week

M – meeting

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Table 5: Provisional and Regular Visits: Activities, timeline and responsibilities

Due	Activity	Responsible
V-22w	Remind ORG that a visit is due and that information specified in document A-04-GL must be submitted after on-site training for staff	EM
V-21w	ORG confirms visit and training requirements	ORG to EM
V-20w	ECSA provides dates for visit and prepares project plan with schedule of key activities indicating actual dates and responsible persons	EM
V-17w	ORG confirms project plan	ORG to EM
V-12w	ORG provides information called for in document A-04-GL	ORG
V-11w	Appoint a PL	E-RF with TADC
V-10w	Initial screening of documentation for completeness	PL
V-10w	Documentation not complete: Refer back to ORG	EM
V-10w	Appoint TL	E-RF with PL
V-8w	Documentation complete: Appoint TMs; Secure TMs' commitment for visit	E-RF with PL
V-8w	Check acceptability of observers	E-RF
V-8w	Communicate Team membership and Observers to ORG to identify any conflict of interest	EM
V-7w	ORG identifies any conflict of interest	ORG to EM
V-6w	Resolve unavailability ineligibility issues	EM
V-6w	Issue documents to Team	EM
V-6w	Team briefing by EM	EM+ PL +TR
V-5w	Book Team hotel rooms, meeting rooms	EM
V-5w	Finalise Team travel bookings	EM
V-5w	Confirm on-site venue with ORG	EM
V-2w	Check Team's computing and printing requirements	EM + ORG
V-10d	Call for missing/additional documentation	TL
V-1d	Preliminary evaluation of documentation	TL, TM
V+1w	Produce draft Team Report	TL
V+1w	Produce draft PL Report	PL
V+2w	Send agreed, signed reports to ECSA	PL to EM

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Due	Activity	Responsible
V+3w	Upon receipt, send a draft report to ORG for checking factual correctness	EM to ORG
V+3w	Invite ORG to TADC meeting	EM
V+4w	ORG returns matter of factual correctness to ECSA RM	ORG to EM
V+5w	Attends to matter of factual correctness	PL, TL
V+5w	Produce final TL and PL reports, re-sign if necessary	PL, TL
V+5w	Include report with TADC meeting agenda	EM
M-14d	Circulate report with TADC Meeting Agenda	EM
M	PL presents Reports at next scheduled meeting of the TADC; TADC deliberates and formulates an Accreditation Decision	TADC
M+1w	Relevant certificate issued to ORG	EM

EM: Education Manager; ORG: Person within the Training Academy responsible for the training programme; PL: Panel Leader; RM: Registration Manager; TADC: Training & Academies Development Committee; TL: Team Leader; TM: Team Member

3.4 Activities for Interim and Final report evaluations

The process steps for the Interim and Final report evaluations are defined in Table 6. The time associated with activities expressed as D-x indicates that completion is required x time units before the visit.

Note: All times are latest times permissible; where feasible, activities may be completed earlier.

Note:

d – date

w – week

M – meeting

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Table 6: Interim and Final Report Evaluations: Activities, timeline and responsibilities

Due	Activity	Responsible
D-20w	Remind ORG that the Interim/Final Report indicating proposed dates is due and that information specified by the TADC must be submitted	EM
D-18w	ORG confirmation of report date	ORG to EM
D-16w	Confirm dates for a visit and prepare project plan with schedule of key activities indicating actual dates and responsible persons	EM
D-6w	Appoint PL	E-RF with TADC
D-6w	Appoint TL	E-RF with PL
D-6w	Appoint TMs	E-RF with PL
D-6w	Communicate Team membership to ORG to identify any conflict of interest	EM
D-5w	ORG confirms/identifies any conflict of interest	ORG to EM
D-4w	Secure TMs' commitment to evaluate report	PL, EM
D-2w	Resolve unavailability/ineligibility issues	CH + EM
D-2w	Interim/Final Report received from ORG	ORG to EM
D	Team commences Interim/Final Report evaluation	TL + TM
D+2w	Team completes Interim/Final Report evaluation	TL
D+6w	Draft reports completed by TL and PL	PL, TL
D+6w	Send draft reports to EM	PL
D+7w	Upon receipt, refer PL Report to ORG for factual correctness	EM
D+7w	ORG confirms factual correctness	ORG
M	PL presents Reports at next scheduled meeting of the TADC; TADC deliberates and formulates an Accreditation Decision	TADC
M+1w	Certificate issued to ORG	EM

EM: Education Manager; ORG: Person within the Training Academy responsible for the training programme; PL: Panel Leader; TADC: Training & Academies Development Committee; TL: Team Leader; TM: Team Member

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4. EVALUATION VISIT REQUIREMENTS

4.1 Timetable

The ORG and the PL are required to agree on the visit timetable at least six (6) weeks before the visit. While the timetable may vary to suit the needs of particular programmes, the following principles must be applied:

- The agreed timetable must contain essential Team activities geared towards the evaluation questionnaire in document **A-06-TEM**. No essential activities must be eliminated.
- The timetable should follow the logical sequence of the key questions defined in document **A-06-TEM**.
- The times agreed to are indicative and may by agreement be adjusted to deal with specific conditions that arise during the visit.
- Activities common to more than one team must be synchronised at various stages.

4.2 Venues


Three main types of venues are required for visit activities:

- **Team CR:** A conference room that is large enough to seat all Team Members (TMs) and is centrally located within the Training Academy.
- **Team Hotel CR:** The ECSA RM will secure a conference room in the Team hotel for the evening plenary Team meetings.
- **Virtual Meeting:** The network connection will ensure effective processing of the certification and accreditation.

4.3 Computer or electronic facilities for teams

The Training Academy must provide internet connectivity for TMs, a data projector and printing facilities in the Team conference room. The Training Academy must liaise with the PL before the visit to check whether the Team is bringing a notebook computer and to establish that the correct

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printer drivers are available. The Team must also have access to a photocopying machine and a telephone.

5. TRAINING ACADEMY AND DEVELOPMENT COMMITTEE MEETING PROCEDURE

The steps in considering the agenda items of the visit reports on a Training Academy are detailed in Table 7.


Table 7: Basic procedure in the TADC meetings

Step	Activity	Responsible
1	Invite the Training Academy (ORG) to join the meeting, either in person or by videoconference	EM
2	Explain the procedure and protocol	CH
3	Invite the PL to present the PL and TL reports	CH
4	Present reports and recommended decision	PL
5	Questions of clarification from ORG and TADC members (no discussion)	CH, TADC, ORG
6	Invite ORG to make statement (no debate)	CH
7	Ask ORG to withdraw from meeting	CH
6	Repeat steps 1 to 7 until all reports have been presented	
8	TADC to deliberate on all reports	CH, TADC
9	Resolution on each certification and engineering training programme decision	CH, TADC
10	Recall ORG and summarise resolutions (no further discussion); outline next steps	CH
11	Thank ORG and release from meeting	CH

ORG: Person within the Training Academy responsible for the training programme; PL: Panel Leader; TADC: Training & Academies Development Committee; TL: Team Leader

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6. POST TADC MEETING ACTIVITIES

6.1 Mandatory steps

The mandatory actions after the TADC meeting for any of the evaluations are detailed in Table 8.

Note:

M – meeting

d – day

Table 8: Activity following Ad Hoc Certification Committee Meeting

Due	Activity	Responsible
M+7d	Write certification and accreditation decision minutes	EM
M+10d	Check decision minutes	PL, CH, and CEO
M+14d	Write decision letters (taken directly from the minutes)	EM
M+18d	Check decision letters	PL and CH
M+21d	Sign decision letters	CEO
M+21d	Dispatch decision letter to Training Academy	EM
M+21d	Update list of Certified Training Academies and Accredited Engineering Training Programmes	EM
M+24d	Check updated list	CH and CEO
M+28d	Publish updated list on ECSA website	PRO/Webmaster
M+28d	Update schedule of visits for Interim Evaluation, if required	EM
M+28d	Update register of evaluators	EM


6.2 Minutes and decision letter

The TADC meeting minutes must contain a resolution for each Training Academy and engineering training programme that is considered for certification and accreditation respectively.

The resolution must contain the decision using the style of wording defined in the relevant appendix to document **A-06-TEM**. Decisions conveyed in the decision letter must be verbatim

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quotations of the relevant resolution and must be directly extracted from the TADC meeting minutes. Where a decision is based on identified deficiencies, the deficiencies must be specifically recorded in the TADC minutes and included in the decision letter sent to the Training Academy.

The decision letter is addressed to the CEO of the Training Academy and is signed by the CEO of the ECSA. The decision letter must convey the decision and for all cases other than certification/accreditation until the next Regular Visit, must convey the deficiencies as grounds for the decision. The decision letter must also enumerate the concerns that are to be addressed by the Training Academy and assessed at the next Certification Visit.

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REVISION HISTORY

Revision Number	Revision Date	Revision Details	Approved By
Concept A	18 September 2017	Adapted E-11-P for new A-03-P	John Cato
Concept B	18 September 2017	Checked and corrected	RAH
Concept C	28 September 2017	Incorporated workshop comment	John Cato
Concept C	9 October 2017	Approved	PDSGC
Rev. 1.0	16 November 2017	For ratification	Council
Rev. 2 Draft	03 July 2020	Alignment with the Policy and Standards Framework on ECSA Policies	EL Nxumalo
Rev. 2	16 July 2020	Approval	RPSC Members
Rev. 3 Draft A	18 January 2022	Document name revised to include the aspect of accrediting engineering training programmes Oversight committee changed from CRC to TADC Responsibility changed from CRC to that of TADC New definitions added New section: Certification of Training Academies.	
Rev. 3 Draft B	20 January 2022	Review with the Education BU	RPS BU and Education BU
Rev. 3 Draft C	17 March 2022	Submission to the ATT for inputs and comments	RPS BU and Education BU
Rev. 3 Draft D	30 March 2022	Review and Recommendation for Approval	Executive RPS: EL Nxumalo
Rev. 3	12 April 2022	Approval	RPSC

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The Process for

Training Academy Certification and Accreditation Process

Revision 3 dated 12 April 2022 and consisting 26 pages has been reviewed for adequacy by the Business Unit Manager and is approved by the Acting Executive: Research, Policy and Standards (RPS).


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.....14/05/2022.....

Business Unit Assistant Manager

Date


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.....14/05/2022.....

Acting Executive: RPS

Date

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

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