ECSA

ENGINEERING COUNCIL OF SOUTH AFRICA

An Effective Regulator Assuring Engineering Excellence

Guideline for Completing Application for Registration as a Professional Engineering Technologist

APP-GUIDE-REG-PT

REVISION 2: 01 April 2026

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This guideline document is to prepare applicants for submitting a professional registration application using the ECSA self-service online portal.

ACCESSING THE PORTAL AND CREATING A PROFILE

A registration application can only be submitted via the ECSA self-service online portal.

- If you do not already have a profile with ECSA, you will need to start the process by creating a profile via the self-service portal by entering selected personal details. Store login details safely for future reference
- If you already have a profile, i.e. you are already registered as a candidate or a professional in a different category to which you are applying, have previously applied, including education evaluation, or you have created a profile in the past, please ensure that you use the existing profile to log in. Previous records will be linked to this profile, and you need to ensure that your details are up to date. If you have forgotten your login details or changed your email address, you will not be able to create a duplicate profile.
- If you have experienced challenges, please contact our Customer Service Centre, which can assist you in logging in to your existing profile.
- Customer Service Centre: engineer@ecsa.co.za / 086 122 5555
- Guides to using the Portal will also be made available on ECSA's website: www.ecsa.co.za

SUBMITTING AN APPLICATION IN THE CORRECT CATEGORY

Pay careful attention to the category in which you are applying and click on the correct application route on the portal. The process differs depending on which category you are applying in. The different routes include:

- **Professional Registration – Professional Engineer, Technologist or Technician**
- Certificated Engineer
- Specified Categories
- International Categories
- Professional Categories via Mutual Recognition Agreements

For application as a Professional Engineering Technologist, you will apply via the Professional Registration route.

Please do **not** create multiple applications. Once you create an application, this will go into draft status until you submit. Each time you would like to add something to the application, click on the three dots on the right of the already created application and select EDIT. If you select VIEW DETAILS, the application will open in read-only mode and you will not be able to proceed. Once the application is submitted, it is no longer editable. If you forgot to upload something, this should be picked up by your registration officer during the vetting process after payment has been cleared. Please do not email documents or ask if you can add documents once your application is submitted but still pending payment of the vetting fee.

For registration as a Professional Engineering Technologist applicants must have the benchmark academic qualification and three years of experience as a technologist at an appropriate level of responsibility and exposed to work at a broadly defined level. A minimum of one year must be with the Degree of Responsibility, level E. If the applicant does not have the benchmark academic qualification

their application will be considered via the Alternate Route. Alternate Route applications are not currently handled via the new portal. If you are applying via the Alternate Route, please send an email to registration@ecsa.co.za clearly indicating that you would like to apply via this route.

For further information, refer to: **E-17-PRO Criteria and Processes for Recognition of Educational Qualifications for Professional Categories**

PAYMENT TERMS AND APPLICATION FEES

Upon submission of your application, you will receive a confirmation email. You will also be issued an invoice for the applicable vetting fee, which must be paid in full before the vetting process commences. The vetting fee is strictly non-refundable once vetting has commenced, irrespective of the outcome of the vetting process, as it covers the administrative and processing costs incurred by the Engineering Council of South Africa ("ECSA") in reviewing your application.

Where the vetting process confirms that your application meets the prescribed minimum requirements, you will be notified in writing, and an invoice will be issued for the balance of the application fee. Payment of the balance is a prerequisite for your application to proceed to the substantive assessment stage.

Applicants are strongly advised to ensure that all required information and supporting documentation are complete and accurate before submission. Should your application be found to be incomplete, you will be notified in writing and afforded **thirty (30) calendar days** from the date of such notification to submit the outstanding information. Failure to provide the requested information within the stipulated period will result in the closure of your application without further notice. In such circumstances, the vetting fee will be forfeited and retained by ECSA in consideration of the vetting work already undertaken.

By applying and making payment of the vetting fee, you are deemed to have read, understood, and agreed to be bound by the terms set out in this clause.

During vetting, all your documents are checked for completeness and eligibility for applying. If your application passes the vetting stage, a second invoice will be generated for the entire application process. Once the second payment is received, your application will proceed to the assessment phase.

The vetting fee is not new or additional - ECSA has split the standard application fee into two parts: the first covers the vetting process (as resources are used to check and verify your submission), and the second covers the processing of your vetted application by peer reviewers in the relevant category and discipline during the assessment phase.

Although invoices will be emailed to you, you will also be able to download your invoices from the portal by navigating to your profile and then going to Outstanding Payments. If you do not make payment using the Netcash option, you can upload your proof of payment by navigating to Non-Netcash payments and then declaring an off-system payment.

IMPORTANT NOTE REGARDING CLEARING OF PAYMENTS:

If you do not make payment using the Netcash option, you must upload your proof of payment by navigating to Non-Netcash payments and then declaring an off-system payment. Please note that even if you pay the full application fee in one payment, you still need to load a separate PoP against each invoice on the portal. If you paid in one amount, please upload the same pop against each invoice.

SUBMITTING A PROFESSIONAL REGISTRATION APPLICATION

Once you have a profile and have logged in, you will be able to navigate to the Registration Section, where you can start a new registration application. The online application process is divided into 11 sections:

1. POPIA
2. Information
3. Employer
4. Contact Address
5. Categorisation
6. Qualifications
7. VA member
8. Referees
9. Experience Reports
10. Documents
11. Declaration

The portal allows you to enter information on an ongoing basis, saving your submission as you progress. When your submission is complete and you are ready to submit, you can proceed and click on the final submit button. Please note that the portal saves your work when you click on the Next button. Remember to do this to ensure that your work is saved.

The process no longer requires or allows for the uploading of a completed application form. You will be required to enter information from several sections of the legacy application form directly into the system using the relevant online forms. The sections below explain where uploaded documents will still be required.

You will be able to track the status of your application throughout the process by logging into the online portal. Please note that you will not receive system notifications of progress. You are required to access your profile and check your progress.

The following sections provide further detail to support the completion of your application on the portal.

1. POPIA

This first section requires you to accept the terms and conditions of the ECSA POPIA policy and other legal disclaimers. A link to policies is included for reference.

2. INFORMATION

This section captures your personal information.

3. EMPLOYER

This section captures your employer history. It does not replace your training and experience reports and summary. This is included under a later section.

4. CONTACT ADDRESS

This section captures your contact address details. You will also indicate here which address you want to appear on your invoices. Please ensure that you carefully enter your addresses and select which address should be on your invoice. Upon submission, invoices are automatically generated using the indicated preferred billing address.

5. CATEGORISATION

This section enables you to enter details about the category and discipline in which you are applying for registration. This information must be correct as it will dictate how your application is processed. If you are unsure about the requirements or your eligibility, please refer to the registration documents on our website.

If you do not have an accredited benchmark qualification for the category that you would like to apply in, you will **first** need to apply for an education evaluation. **This applies to persons with foreign qualifications, non-ECSA-accredited qualifications or persons applying via alternative routes.**

Your discipline should correspond to your benchmark qualification. The sub-discipline field is not required, but it can be used to match assessment panels to your area of experience. It is important to note that your chosen sub-discipline will not guarantee that all interview panel members work within your specific field of expertise. Regardless of your field, you must provide clear evidence of competence against the 11 Outcomes for your category of application, making use of examples from your sub-discipline.

6. QUALIFICATIONS

This section requires you to enter the details of your benchmark undergraduate qualification that links to the category in which you are applying. It is mandatory that this benchmark qualification is entered and that your graduation certificate is uploaded. Please take note of the following:

- We only accept official graduation certificates as confirmation of a qualification. Letters of graduation or academic transcripts cannot be used instead of these.
- Please ensure that certificates are certified.
- If you have a non-ECSA-accredited qualification, you will need to go through an education evaluation process **before** you apply for professional registration. For more information, please refer to our website. Once the education evaluation process is complete, you will receive an outcome letter that will confirm in which category you can apply for registration. This outcome letter should be uploaded with your qualification in this section. For more information on this process, please email evaluation@ecsa.co.za
- This section also allows the uploading of additional qualifications.
- You can also upload your academic transcript with your qualification and education evaluation outcome letter in one file.
- It is recommended that supporting documents associated with your qualification be uploaded in PDF format.
- If you do not have a benchmark and are applying via the alternative route, please do **not** submit via the portal. Send an email to registration@ecsa.co.za

7. VOLUNTARY ASSOCIATION

This section captures details of any Voluntary Association (VA) memberships. A full list of ECSA recognised VAs can be found on the ECSA website. It is not a requirement that you are a member of

a VA. However, upon registration, CPD credits are awarded for being a member of a VA and a discount is applied to ECSA annual fees. Please note that no discount is applied to application fees.

8. REFEREES

Requirements for referees can be found in the following document, which is available on the ECSA website: *R-04 Training and Mentoring Guide for Professional Categories.*

The new portal requires the applicant to enter the details of referees directly into the system. The system will then send the referees an automated request to type their referee report directly into the portal. Emailed referee reports are **not** accepted.

Referees who are professionally registered with ECSA will log in to their portal account and complete the referee report online. Referees who are not professionally registered with ECSA will need to create a portal account to complete the referee report. Please enter both referee details in the portal. Registered persons can be added using the search function. If your referee is not registered, select no and then you will be able to enter their details.

At least one referee must be registered with ECSA in the same category as the applicant. Under certain circumstances, the foreign equivalents to the above categories may be accepted. Referees may be chosen in the following order of preference: 1) mentor, 2) immediate supervisor, 3) colleague at a higher or equivalent level involved with your work, 4) indirect supervisor, 5) colleague not directly involved with your work, 6) client.

Please note that an application will not pass through the vetting stage until both referee reports are received via the portal. It is the applicant's responsibility to ensure that referees submit their reports. Referees who experience difficulties with the portal can contact the ECSA Customer Service Centre.

9. TRAINING/EXPERIENCE REPORTS

This section enables you to capture the details of each TER or TEO report into the system.

For further details on the requirements and completion of the TER/TEO reports, as well as guideline documents for completing these, please refer to Annexure A.

- For each TER/TEO entered into the portal, you will be required to upload a separate TER/TEO report.
- The format of the TER/TEO report remains as per the legacy system. Please refer to Annexure A for the format of these reports. The reports are uploaded as a PDF file to allow flexibility in the formatting and inclusion of additional equations, diagrams, screenshots, etc. – as required.
- For the Report name, please use TER# i.e. TER1, TEO3 etc.
- Enter your reports sequentially into the table from the oldest TER to the newest TER.
- TER and TEO reports can both be entered into this table.
- Note that **all TER reports combined** should still not exceed 2000 words. If you have an extended number of periods, consider using TEO reports for the older periods. The words in the bulleted TEO reports do **not** count towards the 2000 word limit.
- When uploading **files** on the portal, use appropriate naming convention to assist assessors when downloading and viewing files e.g. TER1, TER2, TEO3 etc.

Although this table acts as a Training and Experience Summary, we recommend that applicants also upload a separate Training and Experience Summary report under the Documents Tab.

For ease of assessment, it is also recommended that you submit a compiled set of all your TER/TEO reports under supporting documents – See Section 10.

10. DOCUMENTS

This section enables the uploading of additional documents for the application. Most critically, the process requires that you upload the following documents:

- A certified copy of your identification document/ foreign passport identification page
- The Engineering Report – See Annexure B
- The IPD report – See Annexure C for template
- The Training and Experience Summary
- For ease of assessment, it is also recommended that you submit a compiled set of all your TER/TEO reports in one file.

Further notes:

- The format of the Engineering report remains as per the legacy application form requirements. Please refer to Annexure B for the format of this report. This report is uploaded separately to allow flexibility in the formatting and inclusion of additional equations, diagrams, screenshots etc. – as required.
- It is not required to upload your proof of payment at this point. This is uploaded after submission upon receipt of the relevant invoice.
- When uploading files on the portal, upload in PDF format and use appropriate naming convention to assist assessors when downloading and viewing files e.g. ID, Engineering report etc.

11. DECLARATION

The declaration is completed on the portal and must be completed before submission.

TRACKING THE STATUS OF YOUR APPLICATION

You can track the status of your application on the portal. The status of your application is displayed and is updated live as your application moves through the process.

If, during vetting, it is established that information is missing, the status of your application will be updated to *Outstanding Information*. You will also receive an email indicating what information is required. To address the request, you will need to log in to the portal and access your application. At this stage, pay attention to the following:

- Do not create a new application; you need to edit the existing application
- Click on the three dots next to your application and then click on Edit
- Once you have updated the application, navigate to the end and submit again.
- The status of your application will then update.

REVISION HISTORY

Revision Number	Revision Date	Revision Details	Approved By
01	15/08/2025		Executive Statutory Services
02	01/04/2026		Executive Statutory Services

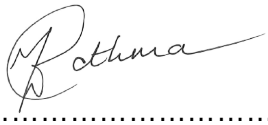
The Guideline for:

Guideline for Completing Application for Registration as a Professional Engineering Technologist

Revision **2** dated **01 April 2026** and consisting of **20** pages, has been reviewed for adequacy by the Business Unit Manager and is approved by the Executive: Statutory Services

…… 05/05/2026 ……

Business Unit Manager Date



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Executive: Statutory Services Date

ANNEXURE A - TRAINING / EXPERIENCE REPORT GUIDELINES

Your application for registration as a **Professional Engineering Technologist** must be accompanied by the Training/Experience Report in which your engineering experience from the date of obtaining the benchmark qualification for this category to the date of application is recorded in chronological order. This should include:

- At least three years from graduation of the associated benchmark qualification and,
- At least one year working at the degree of engineering responsibility, level E.

Further please note the following:

- Use a separate form for each training/experience period
- Number the periods in chronological order, which may not overlap
- Cover the period from graduation of the associated benchmark qualification (for the submitted application) to the date of application.

A training/experience period ends when:

- Your work environment has changed, e.g. when a major task or project has been completed
- Your type of work has changed
- Your responsibilities or level of function have changed, e.g. a promotion
- You have changed employers
- Your training is interrupted, e.g. Study leave, maternity leave, prolonged illness

The training/experience periods and periods of interruption must also be noted in the Summary of Training/Experience Report.

Each TER report should be signed (verified) by your relevant supervisor or employer. If you cannot obtain the supervisor's signature, please annotate accordingly in the appropriate block and submit an affidavit to the effect that the information provided is true and correct, and the reasons why you could not contact the supervisor. It is not a requirement that the supervisor or employer is an ECSA registered person. They are confirming that the work reported on in the TER is accurate, they are not confirming competence. This is done through the referee reports.

Further guidelines for the completion of the Training/Experience Report:

- It is essential that the information supplied relates to engineering. Other activities which pertain indirectly to engineering may be considered, but measurement of quantities, attendance at meetings and unrelated functions are not relevant. Management activities, where mentioned, must contain predominantly engineering content.
- The Training and Experience Report must be set out in a way that clearly shows engineering knowledge applied at a broadly defined level and responsibility carried by the applicant. It is incumbent on applicants to select and describe projects and tasks which show their level of engineering knowledge and experience and clearly illustrate the applicant's own role and strategies devised to execute the work successfully.
- The description of your work should highlight skills and expertise that you used in engineering practice. Mention engineering procedures and methods, which you followed and how you applied specialised knowledge and expertise to solve problems in the course of your work.
- The use of obscure jargon and acronyms (without index) related to highly specialised fields is not acceptable.

CONTROLLED DISCLOSURE

It is the responsibility of the user to ensure that the latest version is used. The latest version will be published on the ECSA website: www.ecsa.co.za

- Describe any unique engineering development that you invented/developed and patents that you may hold. Also mention any engineering awards, commendations and prizes received and the dates these were received.
- Applicants with extensive experience may choose to document older work periods using the TEO format instead of the TER format. The TEO format is a condensed version of the TER report written in bullet-point format. The number of words in the TEO reports does not count towards the overall word limit for the TER reports. Both TEO and TER report periods must still be clearly numbered and covered in the Training and Experience Summary (TES). The TEO reports do not require a supervisor or employer signature.
- It is recommended that applicant's document as much of their experience using the TER report format as possible. A minimum of 3 years post the attainment of the benchmark qualification and a minimum of 1 year at Degree of Responsibility level E must be included in the TER report format.

For further information, please refer to the following documents available on the ECSA website:

- **R-03-PRO-PC - Processing of Applications for Registration of Candidates and Professionals**
- **R-02-STA-PE/PT/PN - Competency Standard for Registration in Professional Categories as Professional Engineer, Technologist and Technician**
- **R-05-XXX-PE/PT/PN - The relevant Discipline Specific Guideline for your discipline.**

The total Training/Experience Report should not exceed 2000 words.

TEMPLATE FOR SUMMARY OF TRAINING/EXPERIENCE REPORTS:

Period No.	Dates From:	To:	No. of weeks	Employer	Position	Type of work	DoR
Total Weeks:							

Note: The Summary of Training and Experience Reports should map to the TER/TEO reports, as applicable.

DoR – Degree of Responsibility

TEMPLATE FOR TRAINING/EXPERIENCE REPORT (TER)

Full name: _____

Period No:	**Date from:** **to:**	**No of weeks:**	**Position held:**
Employer's Name and address:			**Degree of responsibility (A-E):**
Supervisor's Name and address: **ECSA Registration No (if applicable):**			**Supervisor's Signature:** **Date:**

Organogram: showing supervisor (person signing this report), co-workers and those you supervised (if any). Show two levels above and below, if these exist. Give names, positions, qualifications and registration (if any). Please do not colour in blocks.

Report: **(Write in proper paragraphs in the first-person singular in less than 430 words for each TER)**	Reference to the outcomes in the Engineering Report that draw on this period (as required)
Nature of training or experience: (stated in 20-30 words)	
Nature of problem(s): addressed in this period; method of analysis, developing solution and evaluation (stated in 120-150 words)	
Management of materials, machines, manpower, methods or money, contracts: (stated in 40-50 words)	
Interaction with clients, stakeholders and other disciplines: (stated in 40-50 words)	
Health and safety considerations; hazards and environmental considerations; other legislation: (stated in 40-50 words)	

Describe role and responsibility: (stated in 80-100 words)	**Degree of responsibility (DoR): for**	Tick one only
	A. Being exposed, under full supervision	
	B. Assisting, responsibility limited	
	C. Participating, supervision limited	
	D. Contributing, performs work, detailed approval	
	E. Performing, limited guidance	

TEMPLATE FOR TRAINING/EXPERIENCE OUTLINE (TEO) - IF APPLICABLE ONLY

Full name: _____

Period No:	Date from: to:	No of weeks:	Position held:

Employer's Name and address:	Degree of responsibility (A-E):

Supervisor's Name and address: ECSA Registration No (if applicable):	Supervisor's Signature (not required): Date:

Organogram: showing supervisor (person signing this report), co-workers and those you supervised (if any). Show two levels above and below, if these exist. Give names, positions, qualifications and registration (if any). Please do not colour in blocks.

Report: (Use bulleted format, 10-13 bullets)	Reference to the outcomes in the Engineering Report that draw on this period (as required)
Nature of training or experience: (bulleted format)	
Nature of problem(s): addressed in this period; method of analysis, developing solution and evaluation (bulleted format)	
Management of materials, machines, manpower, methods or money, contracts: (bulleted format)	
Interaction with clients, stakeholders and other disciplines: (bulleted format)	
Health and safety considerations; hazards and environmental considerations; other legislation: (bulleted format)	

Describe role and responsibility: (bulleted format)	**Degree of responsibility (DoR): for**	Tick one only
	A. Being exposed, under full supervision	
	B. Assisting, responsibility limited	
	C. Participating, supervision limited	
	D. Contributing, performs work, detailed approval	
	E. Performing, limited guidance	

ANNEXURE B – ENGINEERING REPORT GUIDELINES

The engineering report is where evidence of competence against the Outcomes is exemplified by work personally undertaken by the applicant. The work described is not necessarily in a single project. Still, it should be limited to a small selection of projects that best demonstrate the applicant's competence. It should reflect work of a broadly defined nature undertaken by the applicant at a Degree of Responsibility (DoR) D or E that demonstrates experience and competency against all eleven Outcomes. Emphasis should be placed on experience at DoR level E.

For further information, please refer to the following documents available on the ECSA website:

- **R-03-PRO-PC - Processing of Applications for Registration of Candidates and Professionals**
- **R-02-STA-PE/PT/PN - Competency Standard for Registration in Professional Categories as Professional Engineer, Technologist and Technician**

The engineering report must be of a nature that is representative of the engineering work done, illustrating your own role and strategies devised to make the tasks successful. You should indicate your level of delegated specific engineering responsibility, independent judgment and decision-making. Factors such as performance, economic evaluation, environmental and safety considerations, complexity of the task, interdisciplinary team working, financial implications and duration of the work must be included against the applicable criterion. In addition, the report should consist of the extent of your contribution to the engineering process, such as conceptualisation, design and analysis, specification, tendering and adjudication, manufacturing, project and construction management, commissioning, maintenance, measurement and testing and planning.

Write the report in conventional prose form, using the first-person singular when describing your actions or thinking.

The report should be structured to respond to each Outcome, and the associated Criteria should reflect how this competency was developed. Sufficient evidence must be provided beyond what is given in the TERs to demonstrate that the applicant has acquired the levels of competency required.

The reference column can be used to reference relevant TER/TEO periods and the associated DoR.

Use the template provided to complete the engineering report. The report should be 2800 words in total (100 words per criterion) on major engineering work completed by yourself.

Representative sample copies of calculations, drawings or other relevant documents pertaining strictly to engineering work done by you, could be included, if essential, to demonstrate your competence. Representative sample copies are adequate (not full documents). The documents must certify that you personally performed the work. Note that any figures or tables of evidence included in the reports should be of high quality.

For reference purposes, the definition of broadly defined engineering problems and activities can be found in: **R-02-STA-PE/PT/PN**

TEMPLATE FOR ENGINEERING REPORT

Outcomes and Criteria		Reference to TER/TEO
Outcome 1: Define, investigate and analyse broadly defined engineering problems.		
1.1 State how you performed or contributed to defining engineering problems, leading to an agreed definition of the problems to be solved.		Period No:
1.2 State how you performed or contributed in investigating engineering problems, including collecting, organising and evaluating information.		Period No:
1.3 Describe how you performed or contributed in analysing engineering problems, using conceptualisation, justified assumptions, limitations and evaluation of results.		Period No:
Outcome 2: Design or develop a solution to broadly defined engineering problems.		
2.1 Describe how you designed or developed solutions to broadly defined engineering problems.		Period No:
2.2 Indicate how you systematically synthesised solutions and alternative solutions or approaches to the problem by analysing designs against requirements, including costs and impacts on outside parameters. (requirements).		Period No:
2.3 State your part in the drawing up of detailed specification requirements and design documentation for implementation to the satisfaction of the client.		Period No:
Outcome 3: Comprehend and apply the knowledge embodied in widely accepted and applied engineering procedures and processes, systems or methodologies and those specific to the jurisdiction in which you practice.		
3.1 State what engineering principles, practices, and technologies, including the application of engineering theory, you apply in your practice area.		Period No:
3.2 Indicate your working knowledge of areas of practice that interact with your practice area to underpin teamwork.		Period No:
3.3 Describe your applied related knowledge of finance,		Period No:

statutory, safety and management.		
Outcome 4: Manage part or all of one or more broadly defined engineering activities.		
4.1 State how you managed yourself, people, work priorities, processes and resources in broadly defined engineering work.		Period No:
4.2 State your role in planning, organising, leading and controlling broadly defined engineering activities.		Period No:
4.3 State your knowledge of conditions and operation of contractors and the ability to establish and maintain professional and business relationships.		Period No:
Outcome 5: Communicate clearly with others in the course of your engineering activities		
5.1 Demonstrate your ability to write clear, concise, effective technical, legal and editorially correct reports.		Period No:
5.2 Indicate your ability to issue clear instructions to stakeholders using appropriate language and communication skills.		Period No:
5.3 State any oral presentation you have made using structure, style, language, visual aids and supporting documents appropriate to the audience and purpose.		Period No:
Outcome 6: Recognise and address the reasonably foreseeable social, cultural and environmental effects of broadly defined engineering activities.		
6.1 Describe your ability to identify interested and affected parties and their expectations regarding interactions between technical, social, cultural and environmental considerations.		Period No:
6.2 State what measures you have taken to mitigate the negative effects of engineering activities.		Period No:
Outcome 7: Meet all legal and regulatory requirements and protect the health and safety of persons in the course of his or her broadly defined engineering activities.		
7.1 State where you have identified applicable legal and regulatory requirements, including health and safety requirements for the engineering activity.		Period No:
7.2 State in what circumstances you have assisted in or demonstrated awareness of the selection of safe and sustainable materials, components and		

systems and have identified risk and applied risk management strategies.		
Outcome 8: Conduct engineering activities ethically.		
8.1 Confirm that you are conversant with and operate in compliance with ECSA's Rules of Conduct for registered persons.		Period No:
8.2 State how you identified ethical problems, the affected parties and select the best solution to resolve the problem.		Period No:
Outcome 9: Exercise sound judgement in the course of broadly defined engineering activities.		
9.1 Within the application of your technologies and their interrelationship to other disciplines and technologies, state what judgment you exercised in arriving at a conclusion.		Period No:
9.2 State what factors you took into consideration, bearing in mind risk, consequences in technology application and affected parties.		Period No:
Outcome 10: Be responsible for making decisions on part or all of broadly defined engineering activities.		
10.1 In discharging your responsibilities for significant parts of one or more activities, please state what engineering, social, environmental and sustainable development you took into consideration.		Period No:
10.2 State what advice you sought from a responsible authority on matters outside your area of competence.		Period No:
10.3 State what academic knowledge, combined with experience, you used in formulating your decisions.		Period No:
Outcome 11: Undertake professional development activities sufficient to maintain and extend his or her competence.		
11.1 State what strategy you have independently adopted to enhance your own professional development.		Period No:
11.2 State your philosophy regarding your professional development.		Period No:

ANNEXURE C - INITIAL PROFESSIONAL DEVELOPMENT REPORT TEMPLATE (IPD)

Full name:

Itemise courses, workshops, conferences, symposia or congresses attended.

Activity	Provider	Dates attended	Duration in hours

For reference purposes, examples of IPD can be found in: **R-08-CS-GUIDE-PE/PT/PN** Guide to the Competency Standards for Registration in Professional Categories

VERSION CONTROL – DETAILS OF CHANGES TO THIS DOCUMENT

VERSION	DATE	DESCRIPTION
2	1 April 2026	• Additional notes added in several sections to make interaction with the portal an easier experience based on feedback and queries from users. • Erroneous reference to a 6000 word limit for the engineering report and a 50-page limit for the overall document corrected.