

Becoming ECSA Registered For Candidates & Professionals



Rev02

9 STEPS TO BECOME ECSA REGISTERED



The Ultimate Guide For Candidate Engineers, Technologists And Technician Outlining 9 Critical Steps To Prepare For The Professional Registration.

*We help Candidate Engineers, Technologists and Technicians
to write and compile TER's, TEO's & Engineering Reports in
less than 6 weeks through Candidate Fast Track System™*

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WELCOME

Congratulations on obtaining your tertiary education qualification and welcome to the engineering industry.

We would firstly like to welcome you to the course titled “Becoming ECSA registered for Candidates who are just getting started.” We look forward to working with you and to help kick start your training to becoming professionally registered with ECSA.

In this course we are going to cover the 9 steps on how to become professionally registered. We will also have a FAQ session to provide clarity on some aspects of your training.

So let's get started with helping you become registered

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WHAT IS ECSA?

The Engineering Council of South Africa (ECSA) is a statutory body established in terms of the Engineering Profession Act (EPA), 46 of 2000.

ECSA's ROLE

ECSA's primary role is the regulation of the engineering profession in terms of this Act.

ECSA's CORE FUNCTION

Its core functions are the accreditation of engineering programmes, registration of persons as professionals in specified categories, and the regulation of the practice of registered persons

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PROCESS TO BECOMING PROFESSIONALLY REGISTERED

STEP 1: REGISTER AS A CANDIDATE ACCORDING TO YOUR QUALIFICATION

Becoming registered as a candidate is the first step that needs to be completed before commencing with the official training. The first step is to identify which candidate category you can apply for as the category will depend on your tertiary education qualifications. The different qualifications will allow you to apply in the following candidate categories.

Candidate Engineer requires a listed BEng/BSc (Eng.) qualification from an ECSA recognised institute.

Candidate Engineering Technologists requires a listed BTech from an ECSA recognised institute

Candidate Engineering Technician requires a listed National Diploma from an ECSA recognised institute

Once you have determined which candidate category you can apply for, the next step is to complete and submit your application. You can obtain the application forms and procedures by clicking here:

<https://www.ecsa.co.za>

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STEP 2: FIND A MENTOR / COACH

The mentor that you select must be familiar with the new registration system and must be professionally registered with ECSA. He or she must be driven and passionate to help you become ECSA registered. The mentor plays a very important role within your professional registration training as they will be required to perform the following duties:

- Participate in the planning of your training program.
- Advise if the current work experience is aligned with ECSA requirements.
- Ensure that you are exposed to an ever increase demand in problem solving, management, impact assessment and mitigation.
- Access when you are ready to apply for registration and to assist with the actual application process.
- Provide personal support when you are struggling to remain focused, motivated and you feel like giving up.
- Be listed against the Commitment and Undertaking (C&U)
- The easiest way to obtain a mentor is to either contact us to assist you.

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STEP 3: REGISTER A COMMITMENT AND UNDERTAKING (C&U)

To ensure that you achieve the level of competence for professional registration in the shortest possible time, ECSA encourages all parties to sign a Commitment and Undertaking (C&U). The C&U comprises of two parts, namely the employers commitment and the mentors commitment.

Employers commitment

- The employer commits to train you to the standards that are required for professional registration. With this in mind, the employer commits to:
 - Structure and execute training in accordance with ECSA competency statements, policies and guidelines.
 - Ensure you receive adequate supervision by a mentor or supervisor.
 - Help appoint a mentor who will provide you with the required guidance.

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Mentors commitment

- The mentor commits to assisting and guiding you through the training phase of the registration process. The mentor commits to:
 - Participate in the planning and will advise on the suitability of the programme of work and experience.
 - Ensure that you are exposed to an increasing demand in problem solving, management, impact assessment, consideration of ethical issues, judgement, and responsibility.
 - Ensure that you complete the agreed training.
 - To liaise with the supervisor to ensure that all work experience is aligned with ECSA requirements.
 - Review your reports and provide feedback.
 - Access when you are ready to apply for registration and to assist with the actual application process.

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The credibility of a C&U will be measured through an ongoing verification process where the quality of the applicants training, and experience and the level of their professionalism will be accessed. Should a situation arise whereby the C&U is not honored, ECSA may have no alternative but to deregister the C&U. As a standard, a C&U is valid for a period of 5 years from the initial signed date and the form can be viewed here.

<https://www.ecsa.co.za>

STEP 4: UNDERSTAND ECSA COMPETENCY REQUIREMENTS

ECSA requires you to accomplish 11 Outcomes in 5 different groups. All training and work experience that you receive must be aligned with ECSA requirements. Once you have gained a minimum of 3 years working experience after your day of graduation, you will be required to illustrate how you meet these 11 Outcomes in the form of various reports.

You can read more about ECSA requirements by clicking here: <https://www.ecsa.co.za>

We understand that the 11 Outcomes can be overwhelming so to help you out, we have created a training video where we discuss and demonstrate the 11 Outcomes. The link to this video has been included here:

<https://www.udemy.com/a-step-by-step-guide-to-ecsa-registration/>

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STEP 4: UNDERSTAND ECSA COMPETENCY REQUIREMENTS – Cont.'

Group A: Engineering Problem Solving.

- **Outcome 1:** Define, investigate and analyses engineering problems
- **Outcome 2:** Design or develop solutions to engineering problems
- **Outcome 3:** Comprehend and apply the knowledge and applied engineering procedures, processes, systems or methodologies

Group B: Managing Engineering Activities.

- **Outcome 4:** Manage part or all of engineering activities.
- **Outcome 5:** Communicate clearly with others about engineering activities

Group C: Impacts of Engineering Activity.

- **Outcome 6:** Recognize the foreseeable social, cultural and environmental effects of engineering activities
- **Outcome 7:** Meet all legal and regulatory requirements and protect the health and safety of persons with regard to engineering activities

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STEP 4: UNDERSTAND ECSA COMPETENCY REQUIREMENTS – Cont.'

Group D: Exercise judgment, take responsibility, and act ethically.

- **Outcome 8:** Conduct engineering activities ethically.
- **Outcome 9:** Exercise sound judgement in the course of executing engineering activities
- **Outcome 10:** Be responsible for making decisions on part or all of all engineering activities

Group E: Initial Professional Development (IPD)

- **Outcome 11:** Undertake independent learning activities sufficient to maintain and extend his or her competence

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STEP 5: CREATE A TRAINING AND EXPERIENCE PROGRAMME

Candidates with 1-3 years working experience

ECSA will not allow you to apply for professional registration until you have obtained a minimum of 3 years work experience. So during your first 3 years of work experience, the goal is to become involved with activities that have been delegated to you by your employer. Before starting with the activity, it is advisable to discuss the activity with your supervisor and mentor to check that the training or work activity is aligned with ECSA competency standards. If the activity is aligned with ECSA competency standard, you can now plan and execute the activity. Once the activity is complete, you can record your activity in the form of a report.

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STEP 5: CREATE A TRAINING AND EXPERIENCE PROGRAMME – cont.'

If the activity is not aligned with ECSA competency standard, you will have to look for an opportunity whereby the scope of work and experience is aligned with ECSA requirements. The easiest way to find new opportunity is to have regular meetings with your supervisor and discuss what projects have been awarded.

Take initiative and volunteer to run any new projects as this will ensure you gain the necessary training and experience. An instance may exist whereby you may be involved with a number of projects and when this occurs, you know you are on the correct path and you will have some great experience to write about in your reports.

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STEP 5: CREATE A TRAINING AND EXPERIENCE PROGRAMME – cont.'

Candidates with 3-9 years working experience

If you have been working in the industry for a period of 3-9 years, the good news is that you may be able to apply for registration in a year or less depending on your commitment and your type of work experience. The first goal is to log all work experience that has already been completed. So think back to the date of graduation and begin to log all relevant work where you contributed and gained experience that is aligned with ECSA requirements. Set a deadline date for the completion of each report for each training activity.

The fact that you have 3 years work experience does not necessarily mean that you meet all of ECSA requirements. The experience that you log from the date of graduation to the date of application must constantly become more complex in nature and you must demonstrate continual growth. You will know that you are ready for professional registration when you are performing complex work, managing a team, taking responsibility, exercising engineering judgment and making decisions for the success of the project. Please don't make the mistake others have made where they see time as the factor that determines if you are ready to apply for registration. The factor to consider is the type of work experience that was gained.

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STEP 6: LOG ALL TRAINING AND EXPERIENCE IN THE FORM OF A REPORT

You are required to log all relevant training and experience in the following reports:

- Training and experience report (TER)
- Engineering report
- Training and experience summary
- Continuous Professional Development Activity report (CPD)

For now, your main focus is the training and experience report (TER). At the end of every completed activity, log all your experience in the training and experience report. In this report you must log the experience and training that you received in the first person. You must also clearly demonstrate the problems you addressed and how this activity contributed to your overall development.

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STEP 6: LOG ALL TRAINING AND EXPERIENCE IN THE FORM OF A REPORT – cont.'

Once you have completed all your training and experience reports, you can proceed to compile and complete your engineering report. This report is a detailed in-depth discussion on how you meet all 11 Outcomes in the 5 different groups. You will write on one or more specific projects when demonstrating how you meet each of the different outcomes. The report must be written in the first-person tense and the emphasis is to focus on thought process rather than the actual work that was conducted.

First principle calculations must be included in the engineering report and attention must be paid to the word limit. The Engineering report provides an opportunity for you to demonstrate why you are ready to become professionally registered.

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STEP 6: LOG ALL TRAINING AND EXPERIENCE IN THE FORM OF A REPORT – cont.'

The training and experience summary is a simple report that summarizes the number of weeks you spend on each of your various training and experience activities. It is also a summary of the scope of work and experience that was gained within that specific time frame.

The CPD activity report is a summary of all your CPD activities. A CPD activity is not only limited to attending formal training courses. A CPD activity is any activity that involves giving or receiving of knowledge. So giving a presentation, writing a journal article, lecturing other students and performing self-study are examples of a CPD activity.

All report templates have been included in ECSA application form for professional registration.

All application forms for the various categories can be found here: <https://www.ecsa.co.za>

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STEP 7: OBTAIN YOUR REFEREE REPORTS

A referee is a person who provides ECSA with an opinion of your performance and development. A referee can be you mentor, immediate supervisor, indirect supervisor, employer, colleague or client. All individuals who complete a referee report must be professionally registered with ECSA. The number of referee reports that need to be submitted with your reports depends on your category of registration and must be as follows:

Candidate Engineer - Requires 2 Referee reports where at least one report is from the assigned mentor who is a Professional Engineer.

Candidate Engineering Technologist – Requires 3 Referee reports where at least one report is from the assigned mentor. Each referee must be either a Professional Engineer or a Professional Engineering Technologist.

Candidate Engineering Technician – Requires 3 Referee reports where at least one report must be from the assigned mentor. Each referee must either be a Professional Engineer, a Professional Engineering Technologist or a Professional Engineering Technician.

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STEP 8: SUBMIT YOUR APPLICATION TO ECSA

Once you have completed all the forms in step 6 and 7, you can submit your reports and application to ECSA for review. ECSA are still developing their online system and can't confirm when the system will go live. So for now, all application forms need to be submitted manually and all documents need to be printed.

STEP 9: PREPARE FOR THE PROFESSIONAL REVIEW

The professional Review is a face to face discussion whereby you will be required to demonstrate how you met each of ECSA 11 different outcomes. The professional review will only be scheduled once your paper based application has been reviewed by ECSA. The professional review is the final phase of grading and is applicable to Candidate Engineers, Candidate Engineering Technologists and Technicians.

So that completes the 9 steps to become Professionally registered with ECSA. We will now conduct the FAQ session to help answer common questions that we have encountered while consulting with various candidates within the industry.

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Levels	Nature of Work	Responsibility	Level of Support	Typical Time
A: Exposed	Undergoes induction, observes processes, work of competent practitioner	No responsibility	Mentor explains challenges and forms of solution	6 to 12 months
B: Assisting	Performs specific processes under close supervision	Limited responsibility for work output	Supervisor/Mentor coaches, offers feed back	
C: Participating	Performs specific processes as directed with limited supervision	Full responsibility for supervised work	Supervisor progressively reduces support, but monitors outputs	6 to 12 months
D: Contributing	Performs specific work with detailed approval of work outputs	Full responsibility to supervisor for immediate quality of work	Candidates articulate own reasoning and compares it with those of supervisor	
E: Performing	Works in team without supervision, recommends work outputs, responsible but not accountable	Level of responsibility to supervisor is appropriate to a registered person, supervisor is accountable for candidates' decisions	Candidate takes on problem solving without support, at most limited	12 months

FAQ Session

Question: I am completing my post graduate studies. Do I still need work experience to become professionally registered?

Answer: Yes, you are still required to gain work experience even though you have completed your post graduate studies. You will need to contact ECSA if you wish to gain some exemption for completing any post graduate studies.

Question: What type of work should I do to become professionally registered?

Answer: You will generally work as a consultant, contractor, or supplier within the engineering industry. Whichever part of the industry you work in, you must always check that your work experience is aligned with ECSA requirements. Your work should include, design work, problem identification, management of resources such as time and finances as well as being in a situation

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where you had to display the use of engineering judgment. More of this will be discussed in our **training video** on ECSA requirements.

Click link below:

<https://www.udemy.com/a-step-by-step-guide-to-ecsa-registration/>

Question: How long does it take to become registered?

Answer: ECSA requires that a minimum of 3 years work experience is required. Now depending on how much commitment you show, it could take an additional year to consolidate and complete all your reports. Our experience has shown that a candidate will generally take 4 years to complete all their training but we have had the committed candidates who have completed their reports in 6 months. So the minimum time is 3 years after date of graduation while the actual amount of time is dependent on your commitment to completing your reports.

Question: What should one do if I can't find a mentor?

Answer: Unfortunately it is compulsory to have a mentor. Should you not be able to find one on ECSA website, employ the services from a company that specialise in helping candidates become ECSA registered. (Contact: info@emekaholdings.co.za)

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Question: My colleagues are becoming professionally registered because they say you can earn a higher income. Is there a need to rush the registration process to earn a higher salary?

Answer: There is a market related salary for those who become professionally registered. Some companies do offer bonuses and give a salary increase once you become professionally registered but this does depend on the organisation. So it will depend on the type of work you do and your industry. Rushing any process is never a good idea as things are often not done to the best of your ability. If you are not successful with your application, you may add an additional year onto your application process. So my advice is to do things properly and correct the first time round. Work consistently on your training but do not rush to just because of finances.

Question: Can I include a project that I started and then handed over to a colleague

- **Answer:** Yes you can include any project as long as it is relevant, and it is aligned with ECSA requirements. When you begin with your first training and experience report, it is acceptable to state that you were assisting others. Your final training and experience report must however be at a level where you accepted full responsibility for the project, and you were performing all major tasks.

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Question: I work for a consulting company, and I constantly do the same type of routine work. Is this sufficient for ECSA registration?

Answer: Routine work will not work in your favour when you are graded. If you are in a situation where you are conducting routine type of work, you need to speak to your supervisor and mentor and find an opportunity where you can find some variance in your work. Consider conducting a site audit or a feasibility investigation. In addition to your routine work, give a presentation on your finding of the project to your clients. Nothing prevents you from becoming creative and adding additional aspects to your routine type of work.

Question: Is it compulsory to register a C&U

Answer: It is not compulsory to register a C&U, it is however recommended that you do.

Question: How long does it take for ECSA to grade my reports:

Answer: ECSA can take between 3-4 months to grade your report. Should your application be successful, you will then be required to schedule a date for the professional review which can take an additional 1 months. ECSA can then take an additional 1 months to provide you with feedback from your review. So the entire grading process can range between 6 months or less on other factors.

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These are just some of the questions that candidates within the industry have been asking us and should you have any questions, please feel free to call us send or email us on: info@emekaholdings.co.za

We enjoyed sharing this knowledge with you and invite you to attend our Candidate Fast Track comprehensive online training where we will be discussing in detail how to structure & write your **TER's, TEO's & the Engineering Report** to meet the 11 Outcomes that you need to complete before applying for professional registration. Register on any of the links below according to your registration category:

Links To Our Online Courses:

CANDIDATE FAST TRACK ONLINE TRAINING

Enroll For One of Our Online Training By Clicking On The Links Below:

PREMIUM PACKAGES: R12997+VAT or \$890.94

- ✓ Access To 1:1 Coaching
- ✓ Access To Pool of Professional Registered Referees
- ✓ Access To presentations Slides
- ✓ Access To interview Preparation Session
- ✓ Access To Engineering Report Examples

1. Candidate Fast Training For Engineers - Premium (1:1 Coaching)

https://emekatraining.thinkific.com/enroll/1502385?price_id=1853565

2. Candidate Fast Training For Technologists - Premium (1:1 Coaching)

https://emekatraining.thinkific.com/enroll/1519040?price_id=1878719

3. Candidate Fast Training For Technicians - Premium (1:1 Coaching)

https://emekatraining.thinkific.com/enroll/1526442?price_id=1894292

4. Candidate Fast Training For Certificated Engineers - Premium (1:1 Coaching)

https://emekatraining.thinkific.com/enroll/2157476?price_id=2913585

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STANDARD PACKAGES: R5997+VAT or \$411.09

- ✓ No Access To 1:1 Coaching
- ✓ Access To One of Professional Registered Referees
- ✓ No Access To presentations Slides
- ✓ No Access To interview Preparation Session
- ✓ No Access To Engineering Report Examples

1. Candidate Fast Training For Engineers - Standard (No Coaching)

https://emekatraining.thinkific.com/enroll/1515660?price_id=1874567

2. Candidate Fast Training For Technologists - Standard (No Coaching)

https://emekatraining.thinkific.com/enroll/1526366?price_id=1894066

3. Candidate Fast Training For Technicians - Standard (No Coaching)

https://emekatraining.thinkific.com/enroll/1528154?price_id=1896137

BASIC PACKAGES: R1997+VAT or \$195

- ✓ No Access To 1:1 Coaching
- ✓ No Access To Professional Registered Referees
- ✓ No Access To presentations Slides
- ✓ No Access To interview Preparation Session
- ✓ No Access To Engineering Report Examples

1. Candidate Fast Training For Engineers - Basic (No Coaching)

https://emekatraining.thinkific.com/enroll/1535131?price_id=1907180

2. Candidate Fast Training For Technologists - Basic (No Coaching)

https://emekatraining.thinkific.com/enroll/1535462?price_id=1911185

3. Candidate Fast Training For Technicians - Basic (No Coaching)

https://emekatraining.thinkific.com/enroll/1535499?price_id=1911223

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CANDIDATE FAST TRACK SYSTEM: BOOKS

Note: You can purchase one of these books on our online platform. Use the links to purchase. Price \$20 each

Book 1: Aeronautical Engineering

An Aeronautical Engineer the design, development, manufacture, operation, and maintenance of all types of aircraft and spacecraft.

https://emekatraining.thinkific.com/enroll/1537034?price_id=1913035

Book 2: Agricultural Engineering

Agricultural Engineers are required to ensure sustainable environments with adequate energy, water supplies, food production and processing systems.

https://emekatraining.thinkific.com/enroll/1537245?price_id=1913246

Book 3: Industrial Engineering

An Industrial Engineer investigates and reviews the utilisation of personnel, facilities, equipment and materials, current operational processes, and established practices, to recommend improvement in the efficiency of operations in a variety of commercial, industrial and production environments.

https://emekatraining.thinkific.com/enroll/1537251?price_id=1913251

Book 4: Chemical Engineering

Chemical Engineers are involved in the planning, design, development, construction, operation and maintenance of industrial-scale machines and plant processes to convert raw and recycled materials to products.

https://emekatraining.thinkific.com/enroll/1537332?price_id=1913331

Book 5: Civil Engineering

A Civil Engineer plans, designs, organises and oversees the construction and operation of Buildings, dams, bridges, roads, highways, runways, harbours, railways, water retaining.

https://emekatraining.thinkific.com/enroll/1537360?price_id=1913357

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Book 6: Electrical Engineering

Electrical Engineers design, advise, plan, direct and conduct research on the construction and operation of electronic, electrical and telecommunications systems, computer and software systems, components, motors, and equipment.

https://emekatraining.thinkific.com/enroll/1537363?price_id=1913360

Book 7: Mechanical Engineering

Mechanical Engineering involves the planning, design, construction, operation and maintenance of materials, components, machines, plants, and systems for lifting, hoisting and handling of materials.

https://emekatraining.thinkific.com/enroll/1537372?price_id=1913369

Book 8: Metallurgical Engineering

Metallurgists work within the metal and mineral industry including mining and production in the concentrators and metal recovery operations, in smelters, metal refineries, foundries and research as well as development laboratories.

https://emekatraining.thinkific.com/enroll/1537385?price_id=1913382

Book 9: Mining Engineering

The Mining Engineer applies engineering principles to the discovery, evaluation, planning, development, operation, closure and reclamation of mines in a safe, sustainable, profitable and socially acceptable way.

https://emekatraining.thinkific.com/enroll/1537388?price_id=1913385

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THANK YOU

For more information

Contact us: email: Info@emekaholdings.co.za OR

Connect with us on social media platforms below:



<https://www.linkedin.com/in/godfrey-t-mongwe/>



https://www.youtube.com/channel/UC55YDLIGgN-rj7FA0yT6Wrg?view_as=subscriber