

**Template for Academy Certification and Programme Accreditation**

**A-04-TEM**

**REVISION 0: 25 January 2023**

ENGINEERING COUNCIL OF SOUTH AFRICA

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ENSURING THE

EXPERTISE TO GROW

SOUTH AFRICA

**REQUIREMENTS FOR PROGRAMME SELF-STUDY DOCUMENTATION**

The required self-study documentation is designed to provide the Certification/Accreditation Team with the information needed to make their evaluation.

The documents in items 1, 2 and 3 must be uploaded to ECSA’s Microsoft SharePoint cloud storage. The ECSA will provide login details prior to the upload deadline. Refer to the main document, **A-04-GL,** for detailed instructions on completing the Template.

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| **1.** | INITIAL INFORMATION TO BE SUBMITTED When a Certification is initiated, the coordinator must submit the following information to the ECSA for use in determining the Team selection: | | |
| **1.1** | **Training programmes that are offered or are planned for the period of certification** | |  |
| **1.2** | **For each programme:** | | **1.2.1 The person responsible for the Training Programme** |
| **1.2.2 The category and discipline of the Training Programme** |
| **1.2.3 Major programme changes in progress or being planned** |
| **1.2.4 Degree of commonality of the assessment methodology with the other programmes** |
| 2. | STRATEGIC AND ORGANISATIONAL OBJECTIVES Strategic objectives of the Training Academy together with an assessment of the extent to which any existing or planned training programmes are consistent with the organisational objectives. These should be drawn from the company business plan or other approved documentation. | | |
| **2.1** | **The Training Academy’s objectives and commitment to the outcome-based objectives of the Engineering Training Programme** |  | |
| **2.2** | **The Training Academy’s policy and practice for quality assurance and continuous quality improvement of the training programmes and assessment of the graduates in training.** |  | |
| **2.3** | **Training Academy finances, capital, and operating costs for the current year and four previous years: funding for staffing, running costs, equipment, computing, and networking.** |  | |
| **2.4** | **Common facilities to support existing or planned Engineering Training Programmes.** |  | |
| **2.5** | **Perceived strengths and weaknesses of the programmes.** |  | |
| **2.6** | **Any other matters considered relevant.** |  | |

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| **VISIT DOCUMENTATION: SELF-STUDY SUBMISSION FOR EACH TRAINING PROGRAMME**  When an Accreditation is conducted, the coordinator must submit the following information to the ECSA for use in determining the Team selection: | | |
| 1. | PROGRAMME IDENTIFICATION AND RESPONSIBILITY | |
| **1.1** | **The Name of the Organisation** |  |
| **1.2** | **The Name of Division and Section/department** |  |
| **1.3** | **Person responsible for the Training Programme** |  |
| **1.4** | **Training and experience objectives, structure, and content of the Training Programme** |  |
| **1.5** | **Assessment of Competency Outcomes** |  |
| **1.6** | **Summarise any major changes that have occurred since the last Accreditation Visit (if applicable), giving dates of implementation and cohorts of affected Candidates:** |  |
| **1.7** | **Work horizon** |  |
| 2. | TRAINING PROGRAMME AND COURSE INFORMATIONA statement of the training objectives (purpose) of the programme and the competency outcomes of the programme. | |
| **2.1** | **A description of the structure of the programme in terms of the competency learning outcomes to be achieved, and the number of years to complete.** |  |
| **2.2** | **Analysis of the programme content** |  |
| **2.3** | **Identification and description of the core design of the programme (this must be more than a mere list of the tasks; rather, the logic underlying the construction of the core and arguments for its coherence must be presented).** |  |
| **2.4** | **A summary of the criteria for awarding credit, for allowing re-assessment, for allowing the Candidate to progress from one year to the next and for excluding the Candidate from the programme** |  |
| 3. | ASSESSMENT OF OUTCOMES AND THE ASSESSMENT SYSTEM The Programme Coordinator responsible for the programme is required to provide evidence that the Evaluation Team can use. | |
| **3.1** | **Does the assessment within the programme ensure that all Candidates satisfy each competency outcome defined in the relevant Standard?** |  |
| **3.2** | **Does the assessment within the programme use a documented set of assessment criteria and processes that, when taken together, demonstrate that the competency outcomes are satisfied at the level indicated by the range statement?** |  |
| **3.3** | **Each competency outcome specified in the relevant Standard must be explicitly addressed in terms of the means of assessment and the criteria for satisfaction, with each competency outcome and the required level. Evidence must be presented with rows under each competency outcome indicating the following:** | **3.3.1 The tasks/problems involved in the assessment of the competency outcome (at the required level):** |
| **3.3.2 The assessment criteria and the method of assessment:** |
| **3.3.3 The Candidate’s required level of performance:** |
| **3.3.4 The consequences for the Candidate not satisfying the competency outcome:** |
| **3.4** | **Describe the internal policies and procedures to validate the assessment of the competency outcomes through internal processes.** |  |
| **3.5** | **Provide evidence of internal administrative checks and balances in the assessment system.** |  |
| **3.6** | **Provide evidence of a concise analysis of the strengths and weaknesses of the system for assessing competency outcomes that was conducted.** |  |
| **Note:** The above Assessment material is to be made available online | |
| 4. | QUALIFIED MENTORS AND TRANING PROCESSES Evidence of the effectiveness of the mentoring and training process within the programme must be provided, addressing the following aspects. | |
| **4.1** | **Taking the Candidate’s entry level into account indicate:** | **4.1.1 How does the programme demonstrate the use of fundamental and core disciplinary knowledge?** |
| **4.1.2 How does the programme demonstrate the use of specialist knowledge?** |
| **4.1.3 How does the programme develop the candidate towards satisfying the competency outcomes?** |
| **4.2** | **How does the programme develop independent learning?** |  |
| **4.3** | **How is the programme coordinated?** |  |
| **4.4** | **How, and at what stages, is the progress of the Candidate monitored?** |  |
| **4.5** | **List the Mentors together with their affiliations, qualifications and the duties assigned to each.** |  |
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| **4.6** | **Describe the processes used by the division and department/section for assessing and continuously improving the quality of the training and assessment of the programme. Provide specimen paper trails for quality assurance and improvement aspects of the programme.** |  |
| **4.7** | **Provide a brief description of administrative procedures for programme review and development, including external secondment if required.** |  |
| **4.8** | **Indicate the throughput of the programme and how it varies by gender and race. List the measures in place to monitor and improve/maintain throughput.** |  |
| **4.9** | **Provide a concise analysis of the strengths and weaknesses of the training, the assessment process, and the quality assurance and continuous improvement process.** |  |
| 5. | SUSTAINABILITY FACTORS FOR THE PROGRAMME | |
| **5.1** | **Candidates** | **5.1.1 Specify the entry routes to the programme, including academic development programmes, and the entry requirements for each route. Indicate the distribution of Candidates entering by the various routes.** |
| **5.1.2 Describe the capacity of the Training Academy to conduct the programme for the enrolled number of Candidates, considering other commitments that the division and department/section may have.** |
| **5.2** | **Staff** | **5.2.1 Provide a list of the staff that is involved as Supervisors in the programme, indicating their experience, specialities and their academic and professional qualifications** (registration status with the ECSA or other professional or membership body of each member of engineering staff must be shown). |
| **5.2.2 Provide a description of the strategies for staff recruitment, development, and retention.** |
| **5.2.3 Provide a list of support staff, showing overall responsibilities and contributions to the programme.** |
| **5.3** | **Resources** | **5.3.1 Budget allocations to the programme’s host department over a five-year period under the headings, Equipment, Computing, Operations,** (Headingsmay vary depending on the provider budget categories used). |
| **5.3.2 List the workshops/ plants/ laboratories that support the programme, with a short description of the facilities and the function of each, and the support that they provide for the programme.** |
| **5.3.3 Specify the computing and networking facilities that are available to the Candidates in the programme and to the staff of the departments.** |
| 6. | IMPACT OF THE PROGRAMME | |
| **6.1** | **Describe the measures to assess the impact of the programme and how the results are used to improve the programme** | |
| 7. | FOLLOW-UP ON PREVIOUS VISIT | |
| **7.1** | **Depending on the decision of the previous Certification Visit, provide statements on the following:** | |
| **7.1.1** | **In the case of an Interim Report, Interim Visit or Final Visit:** | 1. **A statement indicating how the deficiencies identified during the previous visit have been remedied** |
| 1. **A statement of any major changes to the Training Academy that are unrelated to the deficiencies that are to be remediated** |
| **7.1.2** | **If concerns were expressed in the outcome letter of the previous visit, the Training Academy's response to these concerns must be detailed.** |  |
| **7.2** | **Depending on the decision of the previous Accreditation Visit, provide statements on the following:** | |
| **7.2.1** | **In the case of an Interim Report, Interim Visit or Final Visit:** | 1. **A statement indicating how the deficiencies identified at the previous visit have been remedied** |
| 1. **A statement of any major changes to the programme that are unrelated to the deficiencies that are to be remediated.** |
| **7.2.2** | **If concerns were expressed in the outcome letter of the previous visit, the Training Academy’s response to these concerns must be detailed.** |  |