



A guide to a hassle-free submission

Pr Tech Registration

FOR DUMMIES[®]

1st Edition

*Stop making excuses,
it doesn't have to
be difficult*

**A Reference
for the
Rest of Us![®]**

FREE e-tips at:
www.ecsa.co.za and
www.cesa.co.za/YPF

Presented by
Gareth Randle
Serial Registration Procrastinator



DO YOU HAVE...

- ✓ A B-TECH OR EQUIVALENT DEGREE?
- ✓ MIN. 3 YEARS RELEVANT EXPERIENCE?
- ✓ SOMEONE TO MENTOR YOU?
- ✓ THE REGISTRATION FEE?



HELP YOU I CAN

**THEN WHAT ARE YOU
WAITING FOR?**



THE BASICS



WHAT'S IN IT FOR ME?

- CAREER ADVANCEMENT
 - INCREASED SALARY
 - INCREASED MARKETABILITY
 - BUSINESS OPPORTUNITIES
 - PERFORMANCE SATISFACTION
 - EXTERNAL RECOGNITION OF ABILITY
- 

WHAT MUST MY 3 YEARS EXPERIENCE INCLUDE?

AS MANY AS POSSIBLE OF THE FOLLOWING:

- ✓ CONCEPTUALISATION
- ✓ DESIGN AND ANALYSIS
- ✓ SPECIFICATIONS
- ✓ SITE SUPERVISION
- ✓ TENDERING AND TENDER ADJUDICATION
- ✓ PROJECT AND CONSTRUCTION MANAGEMENT

AT LEAST ONE OF THE THREE YEARS MUST HAVE BEEN IN A POSITION OF SUITABLE ENGINEERING RESPONSIBILITY

WHO CAN BE MY MENTOR?

AN ECSA REGISTERED
PROFESSIONAL FROM:

A) WORKPLACE

B) ECSA OR SAICE
LIST OF MENTORS

IDEALLY SOMEONE WHO CAN BE
TRUSTED AND LOOKED UP TO

WHAT ARE THE FEES INVOLVED?

- CHECK THE ECSA WEBSITE FOR LATEST APPLICATION FEE
- CURRENTLY R3300 FOR YEAR ENDING 31/03/2010
(R1650 FOR CANDIDATES)



THE APPLICATION



WHAT ARE YOU PRODUCING?

- A CURRICULUM VITAE -

WHO ARE YOU PRODUCING IT FOR?

- A BOARD OF EXPERIENCED
PROFESSIONALS WORKING IN THEIR
SPARE TIME-

WHAT PAPERWORK DO I NEED?

- STANDARD FORMS ON ECSA WEBSITE (CHECK FOR UPDATES)
- 3 REFEREE REPORTS (UNDER SEPARATE COVER)
- CERTIFIED COPY OF DEGREE CERTIFICATE
- PROOF OF CONTINUING PROFESSIONAL DEVELOPMENT
- APPLICATION FEE (OR PAYMENT CONFIRMATION)
- AFFIDAVITS (WHERE REQUIRED)
- PROOF OF MEMBERSHIP OF INSTITUTIONS (IF APPLICABLE)

GO THROUGH THE CHECKLIST ON THE APPLICATION FORMS

(14/2007)

CHECK LIST

Before the Application Form is submitted to the Engineering Council please make sure that the following points have been checked and included:

If any of the items below, do not accompany the Application Form, your Application will be held in abeyance until receipt of the information.
(Please submit this marked ✓ form with your Application.)

1. Application fee of R _____.
2. First page of Application Form is initialed by the applicant and Commissioner of Oaths.
3. Second page of Application Form is signed by applicant, signed and stamped by the Commissioner of Oaths.
4. The names of three referees have been given.
[The referee reports (Forms B4.1 & B4.2) must be sent under separate cover and the people chosen must be registered as either a Professional Engineer or a Professional Engineering Technologist.]
5. A photograph has been attached to Application Form B1.1.
6. Training/Experience Reports covering ALL the experience gained completed on the forms provided (Forms B2.1 and B2.2). For alternate route candidates for at least the last ten years. (Photocopies of the blank forms may be made.)
7. Signatures of applicant on each Training/Experience Report.
8. Signatures of employer on each Training/Experience Report.
9. If the applicant has his own business or signatures are unobtainable, the experience report must be accompanied by a Sworn Affidavit stating that the information is true and correct, i.e. the Commissioner of Oaths must stamp and sign each training/experience report form.
10. Organigrams for the respective positions held by applicant signed by applicant and employer - Period and position (post held) must be indicated.
11. A single Project Report of 1 000 to 2 000 words in total on a maximum of three projects as indicated in paragraph 2 on Sheet B 2.2.
12. Certified copies of certificates, diplomas, degrees, etc.
13. Completed Form B1.3 one for each qualification, where applicable.
14. Proof of membership of Institutions must be provided, where applicable.
15. Proof of Continuing Professional Development (Form B5), where applicable.
16. Ensure that your Application does not exceed 40 pages in total.

TIP

JOIN VOLUNTARY ASSOCIATIONS

IT CAN TIP THE SCALES IF YOUR

ASSOCIATION IS BORDERLINE

SAICE

CSSA

COET

SAISC

IPET

THE FORMS



TRAINING/EXPERIENCE REPORT

Engineering Council of South Africa

(1/4/2007) Form **B2.1**

TRAINING/EXPERIENCE REPORT PROFESSIONAL ENGINEERING TECHNOLOGISTS

Page No 2 of 12

Surname and Initials: ZOOLANDER, D

Discipline of Engineering: CIVIL (STRUCTURES)

Consult the enclosed Information Sheets (Sheets B2.1 & B2.2) before completing this report.

Period No: 2	Date from: JUNE 01 to: FEB 03	Your Title or Function: GRADUATE STRUCTURAL ENGINEER	No. of years :	1YR 9MTH
Employer's Name and address: THE CENTRE FOR TEACHING KIDS TO READ GOOD AND DO OTHER STUFF GOOD AS WELL		Did you train under a Commitment and Undertaking (CU)? If yes, provide number of CU No:	Yes <input type="checkbox"/> No <input type="checkbox"/> No:	
Supervisor's Name, Title of Position held and address: MR MUGATU (SENIOR PARTNER) ECSA Registration No: 1234567		Supervisor's Signature: Date:		
During this period I worked at this place and did this and that and the other and it was fantastic, quite frankly I was amazing.		Mr Mugatu (Senior Partner) ∩ Mr Hansel (Senior Engineer) ∩ Derek Zoolander (Graduate Engineer)		

Declaration:

With the relevant supervisor unavailable to act as counter-signatory, I, DEREK ZOOLANDER, solemnly declare that all the information contained in this training / experience report is true.

Signature: _____

Sworn to/Affirmed before me at _____

on this the _____ day of _____ (month & year).

Commissioner of Oaths/

ORGANOGRAM

Mr Mugatu (Senior Partner)



Mr Hansel (Senior Engineer)



Derek Zoolander (Graduate Engineer)

AFFADAVIT (IF REQUIRED)

SUMMARY OF EXPERIENCE

Engineering Council of South Africa

(1/4/2007) Form **B2.2**

SUMMARY OF TRAINING / EXPERIENCE REPORTS : PROFESSIONAL ENGINEERING TECHNOLOGISTS

Surname and Initials: MICHAEL-MICHAELS, C

Discipline of Engineering: CIVIL (STRUCTURES)

First complete a Form B2.1 for each period.

Period No:	Date From:	Date (Inclusive) To:	Number of Years and mths	Employer	Post held	Subject and type of work
1	JAN 2001	MAY 2001	0Yr 5Mo	N/A	N/A	TRAVELLED
2	JUNE 2001	FEB 2003	1Yr 9Mo	BLAH BLAH BLAH (LONDON, U.K)	GRADUATE STRUCTURAL ENGINEER	STRUCTURAL REFURBISHMENTS: DESIGN, DETAILING, SITE SUPERVISION
3	MARCH 2003	APRIL 2003	0Yr 2Mo	SOMEWHERE (LONDON, U.K)	CONTRACT STRUCTURAL ENGINEER	RESIDENTIAL STRUCTURES: DESIGN, PROJECT MANAGEMENT
4	JUNE 2003	OCT 2003	0Yr 4Mo	THAT PLACE (LONDON, U.K)	CONTRACT STRUCTURAL ENGINEER	RESIDENTIAL AND COMMERCIAL STRUCTURES: DESIGN, PROJECT MGMT
5	NOV 2003	JAN 2004	0Yr 3Mo	N/A	N/A	TRAVELLED
6	FEB 2004	MAY 2004	0Yr 3Mo	RICKY BOBBY ASSOCIATES (BRISBANE, AUSTRALIA)	CONTRACT STRUCTURAL ENGINEER	RESIDENTIAL STRUCTURES: DESIGN, SITE SUPERVISION
7	JUNE 2004	JULY 2004	0Yr 2Mo	N/A	N/A	TRAVELLED
8	AUG 2004	NOV 2004	0Yr 3Mo	BLUE STEEL ENTERPRISES (BRISBANE, AUSTRALIA)	CONTRACT STRUCTURAL ENGINEER	RESIDENTIAL AND COMMERCIAL STRUCTURES: DESIGN, PROJECT MGMT
9	DEC 2004	JAN 2005	0Yr 2Mo	N/A	N/A	TRAVELLED
10	FEB 2005	MAY 2006	1Yr 3Mo	DODGE, DUCK, DIP, DIVE & DODGE (CAPE TOWN, SOUTH AFRICA)	STRUCTURAL TECHNOLOGIST	RESIDENTIAL STRUCTURES: DESIGN, DETAILING, SITE SUPERVISION
11	JUNE 2006	JULY 2007	1Yr 1Mo	DODGE, DUCK, DIP, DIVE & DODGE (CAPE TOWN, SOUTH AFRICA)	SENIOR STRUCTURAL TECHNOLOGIST	GENERAL STRUCTURES: DESIGN, DETAILING, SITE SUPERVISION, PROJECT MGMT
12	AUG 2007	DEC 2007	0Yr 5Mo	DODGE, DUCK, DIP, DIVE & DODGE (CAPE TOWN, SOUTH AFRICA)	SENIOR STRUCTURAL TECHNOLOGIST	GENERAL STRUCTURES: DESIGN, DETAILING, SITE SUPERVISION, PROJECT MGMT
Total years, months:			5Yr 8Mo			

Signature of Applicant: _____

Date: _____

- LIST ALL ACTIVITIES FROM GRADUATION TILL PRESENT
- PROMOTIONS COUNT AS NEW EXPERIENTIAL PERIODS

PRE-REGISTRATION DEVELOPMENT REPORT

Engineering Council of South Africa

(1/4/2007) Form **B5**

Professional Engineering Technologists				
PRE-REGISTRATION DEVELOPMENT REPORT (PRD)				
<small>See enclosed Information Sheet (Sheet B5)</small>				
Name: FRANK THE TANK				
Discipline: CIVIL ENGINEERING (STRUCTURES)				
<small>Itemise courses, workshops, conferences, symposia or congresses attended. List these under the separate headings of engineering, management and computer courses.</small>				
Name or subject of item	Course Provider	Dates attended	Duration in hours	For use of Assessor
ENGINEERING:				
CONCRETE DURABILITY	CSSA	11/10/07	6	
STRUCTURAL FAILURES	SAICE	22/06/07	2	
DESIGN OF LIGHT INDUSTRIAL BUILDINGS	SAISC	(4,5&11)/06/07	24	
LOW COST SANITATION	(IN-HOUSE)	17/03/07	1	
FORMWORK	CCSA	19/10/06	2	
PUNCHING SHEAR FAILURES	CCSA	20/09/06	2	
SANS 10162-1 CONVERSION COURSE	SAISC	OCT 05	16	
HOT-DIPPED GALVANISING	CAPE GALVANISING	14/09/05	2	
WASTEWATER TREATMENT	(IN-HOUSE)	17/08/05	1	
ESTIMATING SKILLS AND ESCALATION	(IN-HOUSE)	04/08/05	1	
CASE STUDY: INYAKA BRIDGE FAILURE	(IN-HOUSE)	23/02/05	1	
OCCUPATIONAL HEALTH&SAFETY ACT	(IN-HOUSE)	16/02/05	1	
AVOID SWIMMING IN BASEMENTS	FOSROC	12/02/03	1	
ADVANCES IN SCC TECHNOLOGY	MASTER BUILDERS	14/01/03	1	
GROUND IMPROVEMENT TECHNIQUES	PENNINE VIBROPILING	20/11/02	1	
FOUNDATIONS: LATEST DEVELOPMENTS	ROGER BULLIVANT	18/11/02	1	
MODULAR&SYSTEM-BUILD	WARD BUILDING COMPONENTS	13/10/02	1	

- KEEP RECORDS OF ALL TRAINING RECEIVED
- GROUP ITEMS UNDER ENGINEERING, MANAGEMENT AND COMPUTERS

THE REPORT



WHAT IS REQUIRED?

- 1000-2000 WORDS ON MAX. 3 PROJECTS
- OVERVIEW OF ENGINEERING ROLE AND HOW IT WAS SUCCESSFUL

Engineering Council of South Africa

(1/4/2007) **Form B2.3**

Project Summary Report

Use this form to report on at least one, but not more than three projects to which you have made a significant contribution. Use a new form for each project.

Name: _____

Application Ref No: _____

Project name and dates	
Engineering brief and Objective	
Environment (Industry; Laboratory; Theory; Simulation)	
Summary <i>(State engineering problems; solutions)</i>	
Your contribution to the project <i>(State aspects of engineering judgment)</i>	
Title of report or publication	
Budget	

Signature of Applicant: _____

Date: _____

Signature of Mentor / Supervisor: _____

WHAT SHOULD BE EMPHASISED?

- LEVEL OF RESPONSIBILITY
- INDEPENDENT JUDGEMENT AND
DECISION MAKING

OH, AND DON'T FORGET THESE...

performance, economic evaluation, environmental and safety considerations, complexity of the task, interdisciplinary team working, financial implications and duration of the projects

NOR THESE...

conceptualisation, design and analysis, specification, tendering and adjudication, manufacturing, project and construction management, commissioning, maintenance, measurement and testing and planning

USE PHRASES LIKE:

“I was responsible for...”

“I made the decision to
”

⑧ ✋ ◆◆ ℳ Ω ○ □

ℳ □ ♯ ✕ □ ℳ ℳ □ ✕ □ ♯

er ◆ AND INCLUDE PHOTOS!!

◆ □ 📱 📱 📱 9

SUBMISSION



ESSENTIALS

- ✓ GO THROUGH THE CHECKLIST
- ✓ CHECK THAT YOUR DOCUMENT IS 40 PAGES OR LESS
- ✓ MAKE SURE IT LOOKS PROFESSIONAL (COLOUR, BOUND ETC...)
- ✓ MAKE A COPY, SCAN IF POSSIBLE, AND WRITE A CD TO HELP ECSA MAKE COPIES
- ✓ GO THROUGH THE CHECKLIST!

THE FINAL DETAILS

- ✓ WRITE A SHORT COVER LETTER INTRODUCING YOURSELF
- ✓ COURIER YOUR APPLICATION TO ECSA
- ✓ BE PATIENT – IT COULD TAKE 3 TO 6 MONTHS

AMY WINEHOUSE COMICS • 'THE HILLS'

MAD



**GOOD
LUCK!!**

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