



Candidates snap up planning tools as registration course gets under way

THE CANDIDATE ACADEMY has run its first three *Road to Registration* courses – helping engineering candidates to get registered as professionals, and management to understand the process. Organisers say that there is strong take-up of the Academy’s training and related products.

“After many months of preparation and build-up, it was very exciting to present our debut *Road to Registration* session,” says Allyson Lawless, director of SAICE Professional Development and Projects. Allyson, who runs the course, said she has been inspired by the attendance and participation of the delegates.

“It was very interesting and included useful information,” says one candidate. “I would highly recommend this course. It is a very good idea to run this course because in general there is no guidance in our companies with regard to the process required to register as Pr Eng. I also like Allyson’s visual and interactive teaching technique!”

“It was really eye-opening!” says another. “I never thought that I had all the

relevant experience behind my name. I now realise that my past experience is relevant and can be used for my report towards obtaining my professional registration.”

A third enthusiastic delegate says: “An excellent course – it gives clear guidance on how one can go about developing the training for ECSA registration.”

Other comments from delegates include:

- “Thank you for this initiative. The course is informative and motivating.”
- “This course should run every year.”
- “Pushed me in the right direction.”
- “Course was very interesting.”
- “The course was presented very well and the course will be useful and have answered my questions/uncertainties.”
- “Very well presented. Useful guide on where to start and what needs to be done to reach your Pr Eng. Would definitely recommend this course for candidate engineers starting the registration process.”
- “It’s a good course. I learnt a lot.”

PORTFOLIO OF EVIDENCE

The Academy offers the essential tools for candidates to plan and record their progress to registration, including ‘Portfolio of Evidence’ files which come with a CD for interactive use. There are two files in the set – a Master File and a Period File.

“Each file has named dividers, and notes to guide candidates through the process,” says Allyson. “The way we have designed the files ensures that candidates can plan and record their training properly to achieve the desired outcomes.”

Making plans, keeping track

The Period File offers ideas to the candidate engineer on how to set up a workplace training plan, how to record the training, and how to report on workplace experiences. It offers assessment tips to ensure that candidates are developing an adequate range of competencies to finally achieve the outcomes required by ECSA.

By filing plans, timesheets, reports, records of meetings with mentors and supervisors, and other useful reference material, candidates will build up a library of experience and knowledge to assist with filling in the final ECSA forms.

What is in the Period File?

Keeping things plain, simple and organised is the main aim of the Period File, which gives you an overview of what you need to keep track of at work, and how to document the many processes involved in your professional development. The file then also provides a safe place to store key documents in a systematic way.

For easy reference, each divider in the file is clearly marked according to the items that belong there, as well as with template forms and some tips on how to get the best from this vital planning tool. Here is an outline of how the file is organised:

- Training plan – possible schedules and guidelines for planning your workplace and professional training
- Timesheets – a possible form and suggestions for recording daily progress
- Monthly reports – suggested reporting formats and approaches to ensure that adequate reflection and records are kept
- Competency Assessments – a suggested approach for reviewing your own progress in developing individual competencies selected in your training plan
- Outcomes / Referee Assessments – a process for considering progress towards achieving outcomes defined in the referee forms
- Other Relevant Documentation – for keeping notes, sketches and other reference material that you may require for later submission or reference

Mastering the ECSA forms

The Master File relates to the contents of the various ECSA forms that need to be completed when you apply for registration. Each section, separated by informative file dividers, deals with a particular form or set of forms that must be filled in, gives tips on how each form should be filled in, and provides other relevant documentation that you need to submit to support your application.

Recording and filing all your work experiences on an ongoing basis is an important learning process, as it forces you to reflect on the work you have done and contextualise it in terms of your overall training and understanding of the project

cycle. The files offer an excellent basis for interviews and discussions with your mentors and supervisors, and help them determine how you are progressing and where there are gaps in your training.

What is in the Master File?

The Master File is made up of a number of sections, separated by dividers containing information and guidance, as follows :

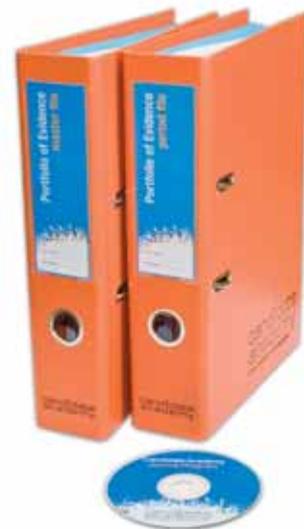
- Summary of Training / Experience Reports – for filing forms A, B or C 2.2 on which you will log periods you have completed
- Training / Experience Reports and Relevant Documents – for filing forms A, B or C 2.1, your individual period reports and material you need to submit per report
- Project Report and Relevant Documents – for filing your final report and all the material that you plan to submit
- Pre-Registration Development Report (PRD/CPD) – for filing details of courses you have attended and self-study you have carried out
- Self Assessment and Interview Record – this is prescribed for engineers, but is a useful activity for all grades of registration, to review your own progress and record mentor meetings
- Certificates and Important Documents – for filing qualification certificates such as your matric and university certificate(s), academic record and certified copies of your identity document

Streamlining your input

To make it even easier for you to capture your own input in the process of planning and recording your progress toward registration, there is another tool on offer from the Candidate Academy. The Journal Program – provided on CD and used together with the Master File and the Period File – allows you to generate and store reports electronically.

With this program you can select the outcomes you want to achieve over a period of time, plan your training, record/review your progress, manage your assessment reports, etc. It is designed so that you can take it with you if you move companies, and continue to record your progress as you go along.

The program also allows you to generate experience reports and graphs that show your progress, so that you can use this information for reviews, discussions, signing off and filing in your Portfolio of Evidence files.



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► Enthusiastic participants in the Road to Registration course

Preference will be given to candidates who are about to become (or are currently) involved in transport engineering, specifically traffic studies. The course presenter is Awie van Zyl, Pr Eng, BSc (Eng).

Other courses on offer this year include:

- Basic Contract Administration and Quality Control
- Basic Pressure Pipeline Design
- Pavement Rehabilitation and Maintenance
- Road to Registration – for candidates
- Road to Registration – for mentors, supervisors and HR managers

AFFORDABLE

The files and program are reasonably priced to ensure that each and every candidate can afford to have their own set.

- Journal Program: R500 (including VAT). Bulk discounts are available for corporate purchases and education institutions
- Portfolio of Evidence Master File: R110
- Portfolio of Evidence Period File: R110
- Journal Program, Master File and Period File purchased together: R700

Order your copy today! Contact Angelene Aylward at SAICE National Office:

011 805 5947 or aylward@saice.org.za

UPCOMING COURSES

Coming up in August is a valuable course from the Candidate Academy on *Basic Principles of Transportation*. This is a two-day course that covers the principles of transport engineering with specific reference to traffic studies and the impact of increased traffic volumes on road networks. Using hands-on activities, it also examines road classifications and the implications (and process) of expanding road networks.

If you are registered with ECSA as a candidate engineer, technologist or technician, then this course is for you.

► INFO

For details of courses, activities and dates, please click on the Candidate Academy icon on www.civils.org.za or www.cesa.co.za, or contact the following people

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SAICE Photo Competition 2010



2009 winner: 'Heavy Weight' Photographer: Kevin Wright Submitted by Gautrain

Rules

1. The competition is open to the general public to submit photographs.
2. It is essential that entries portray people and/or projects in civil engineering.
3. Photographs will be judged in ONE general category only.
4. Entries must be colour prints and in A4 size. Please supply electronic copies of the print/s in jpeg format, 300 dpi.
5. Entries can be submitted electronically, but need to be printed in A4 and colour for adjudication purposes.
6. Please complete an entry form for each entry and supply an appropriate title & short description of each project. It is essential that the photographer's name is included.
7. Please supply details of the client, consultant and contractor involved in the project.
8. The entrant is responsible for obtaining permission for the use of the photographic material as well as subject material from the authority or project manager concerned.
9. Entries submitted by organisations must be accompanied by written consent of the photographer.
10. Permission for the reproduction of photos for any exhibition or publicity is assumed unless the entrant specifies otherwise. Due recognition will be given to the photographer where required.
11. No responsibility will be accepted for any loss or damage to entries.
12. Closing date: **3 August 2010**

Please complete the entry form and send to: Private Bag X200, Halfway House, 1685. Fax: (011) 805 5971. This form is available on the SAICE website: <http://www.civils.org.za/portals/0/pdf/pc/pc-entry-form.pdf>

Entry Form



This section must be completed by the person submitting the photo/s

NAME _____

ADDRESS _____

TEL _____ FAX _____

E-MAIL _____

PHOTO TITLE _____

DESCRIPTION _____

PROJECT INFO _____

PHOTOGRAPHER _____
(Name and surname of the photographer to be inserted)

This section must be completed by the photographer or the company that owns the photo. If you are not the photographer or if you are submitting the photograph on behalf of a company owning the photograph, please sign 'on behalf of'.

I hereby grant permission for reproduction and agree to abide by the rules of the competition.



Signature: _____