



CONSULTANTS AND TRAINERS (PTY) LTD

EDUCATING TOMORROWS LEADERS TODAY

7 STEPS

**to creating the training structure that gets you
ECSA registered in one year or less**

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Step 1: Time wastage activities – My first 7 days

Write 5 distractions that occupy valuable time (example watching TV or going on social media). These are the activities that we will stop doing over the next year so we can make time for training.

- 1.
- 2.
- 3.
- 4.
- 5.

Step 2: Setting up the structure – My next 30 days

Fill in completion dates for the following tasks

1. Complete registration as a candidate with ECSA -
2. Find a coach / mentor -
3. Complete the registration of the C&U -
4. Assign a supervisor -
5. Find referees -

All of the above must be completed within 30 days or less

Step 3: Alignment of work experience – My next 2 months

Within the next 14 days, review and fully understand ECSA competency standards in the 5 groups and 11 outcomes.

Once you fully understand ECSA requirements, complete the following table whereby you will list all your work experience in the form of specific tasks / projects. State the project name, responsibility level, scope of work, and outcome accomplished,

Project number	Project Name	Responsibility level	Scope of work	ECSA outcome accomplished

By the time you complete the list, make sure you have accomplished all 11 outcomes whereby you perform at responsibility level E for at least a period of 1 year.

Step 4: Generation of TEO / TER – My next 3 months

Using projects from step 3, select the projects where you contributed the most and where you accomplished the most outcomes. Log each work experience in the form of a TEO or TER depending on when you graduated from your tertiary institute.

Now set completion dates for each TER that needs to be completed. Use the following table as a tool to help illustrate deadline dates

TER / TEO number	Project Name	Completion date

Step 5: Preliminary work for Engineering report – My next 2 months

It's time to become very specific on which work experience activities illustrate that you have met ECSA requirements. Under each of the headings, write very specific aspects of each of your TER / TEO that clearly illustrates how you meet ECSA 11 outcomes in the 5 different groups

Outcomes

1. Define, investigate and analyse engineering problems
2. Design or develop solutions to engineering problems
3. Comprehend and apply advanced knowledge: Principles, specialist knowledge, jurisdictional and local knowledge

4. Manage part or all one or more engineering activities
5. Communicate clearly with others in the course of his / her engineering activities
6. Recognise and address the reasonably foreseeable social, cultural and environmental effects of engineering activities
7. Meet all legal and regulatory requirements and protect the health and safety of persons in the course of his or her engineering activities.
8. Conduct engineering activities ethically
9. Exercise sound judgement in the course of engineering activities.
10. Be responsible for making decisions on part or all engineering activities.
11. Undertake professional development activities sufficient to maintain and extend his or her competence

Step 6: Complete engineering report – My next 1 months

Type the engineering report in the correct format and submit to your coach for review.

Set a deadline date of completing your engineering report

Step 7: Amend changes and submit to ECSA – My 3 months

Complete all changes as prescribed by your mentor. Once all reports have been completed and revised, submit to ECSA for review.