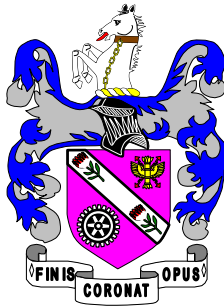


**The Institution of Certificated
Mechanical and Electrical
Engineers, South Africa**



**Die Instituut van Gediplomeerde
Werktuigkundige en Elektrotegniese
Ingenieurs, Suid Afrika**

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Yeoville, 2143
Web site address [http:// www.icmeesa.com](http://www.icmeesa.com)**

MENTORING GUIDELINES FOR CANDIDATES

At all times the appropriate ECSA documents and forms must be used by Mentor and Candidate.

INTRODUCTION

This guideline is aimed at graduates and diplomats (Stage 1 qualification) in the Engineering Discipline who have just received their degree or diploma from a University, Technikon, Technical College or similar institution.

These newly qualified graduates and diplomats, in the Engineering discipline, are often unsure of what they should do now that they are qualified. They hear that they must "register with ECSA" and "join the Institute" but are confused about what these organizations do and why it is necessary to contact them. They also need guidance once they have joined.

To overcome these problems the Engineering fraternity recommends that the newly qualified engineer finds an experienced engineer who can advise, support and guide him through the first few years of his working life to ensure that he is properly trained and registered for his chosen career.

An advisor such as this is generally call a "Mentor". The word Mentor stems from Latin and can be defined as "One who acts as a wise and faithful guide, advisor and monitor, especially of younger persons".

The new graduate who is registering with ECSA is called a "Candidate" Engineer, Candidate Technologist, Candidate Technician etc. (The term "Candidate " has replaced the term "Trainee")

This guideline will explain to Candidates and Mentors in detail by answering specific questions. For more information please refer to the ECSA website www.ecsa.co.za under "Registration"

WHO IS A CANDIDATE?

During this two or three-year period after graduation, the graduate is referred to as a "Trainee" in the Electrical Engineering discipline and this covers four different categories:

- "Engineer in Training"
- "Engineering Technologist in Training"
- "Certificated Engineer in Training"
- "Engineering Technician in Training"

These categories are very clearly and carefully defined by ECSA.

In this document we will simply refer to a "Candidate".

WHEN IS A MENTOR REQUIRED?

When a person has qualified (Stage 1 qualification) in the Engineering Discipline who have just received their degree or diploma from a University, Technikon, Technical College or similar institution. They now need "on the job" experience and training before they can be considered to be a fully competent professional.

This training period lasts for a number of years after graduation and during that time the services of a mentor are required to assist and monitor the candidate.

The actual number of years of practical training after qualification is specified (stage 2) by the Engineering Council of South Africa (ECSA) in its Policy Statements and associated Appendices. Mentors will have copies of these documents and will be able to explain their contents to the candidate. The Candidate can also refer to "Registration" on the ECSA Website for up to date information

HOW IS A MENTOR FOUND?

ICMEESA will assist a Candidate to find a suitable mentor. Application should be made to:

**The Chairman
Continuing Professional Development Sub Committee
Institution of Certificated Electrical and Mechanical Engineers of South Africa
18A Gill Street
Observatory, Johannesburg
2198**

**Phone: 011-487-1683
Fax: 011-487-0001**

The ICMEESA will in the first instance provide an application form that the Candidate must fill in and return. (Form M1 available from ECSA)

This form "Application for a Mentor" is simply to obtain full details of the Candidate and the organisation for which he works. If possible a mentor should be from the same organisation as the trainee but this is not essential as the ICMEESA have a database of suitable mentors. A person is preferably selected from the same organisation and will be a registered person.

The selected mentor will be provided with "GUIDELINES FOR MENTORS and- MENTORING GUIDELINES FOR CANDIDATES"

These documents instruct the mentor on how to approach the important task of mentoring and set out answers to the sort of questions which candidate usually ask.

A copy of the mentors' guide is usually given to the Candidate by the mentor for reference.

WHAT ARE THE DUTIES OF A MENTOR?

A mentor is generally required to provide the following specific advice, guidance and support:

- Guidance on career planning and professional development
- Advice on training opportunities
- Advice on specific Company training programs
- Monitoring regular written reports on work done.
- Guidance on networking within the profession
- Support in applying for membership of the MPA'S

- Guidance on applying for registration with ECSA
- Advice on new challenges/new technologies
- Support for achieving aspirations
- Guidance on further study

The Candidate must insist that his Mentor fulfils these duties and may request a different Mentor if necessary.

WHAT ARE THE BENEFITS OF MENTORSHIP?

The benefits of mentorship are that at the conclusion of his training the candidate has a number of valuable attributes:

The trainee becomes:-

- An appropriately trained and developed competent professional who can take responsibility for a wide range of engineering activities
- A well integrated professional who can contribute meaningfully to the profession
- Appropriately trained and developed to ensure registration with ECSA within the minimum period
- A professional who can ensure economic benefit
- A professional who can contribute to the continuing mentorship of others
- A professional who renders a service to the community with integrity and who adheres to the professions code of conduct

WHAT DOES MENTORSHIP COST

Mentorship is provided at no charge for candidate as a service from the ICMEESA for its members. Mentors, who are members of the ICMEESA, are expected to provide the mentoring service at no charge as a service to the engineering community.

WHEN IS A MENTOR REQUIRED?

When a person has qualified from University, Technikon or Technical College or similar training, and has a degree or diploma (equating to a Stage 1 qualification) they need "on the job" experience and training (Stage 2 Qualification) before his is considered a fully competent professional.

This training period lasts for a number of years after graduation and during that time the services of a mentor are required to assist and monitor the graduate. (The actual number of years of practical training after qualification is specified by the Engineering Council of South Africa (ECSA) in its Policy Statement R1/1)

Mentors will need to have copies of these documents and will be able to explain their contents to the trainees / candidates.

WHO IS A TRAINEE / CANDIDATES?

During this two or three-year period after graduation, the graduate is referred to as a "Trainee" in the Electrical Engineering discipline and this covers four different categories:

- "Engineer in Training"
- "Engineering Technologist in Training"
- "Certificated Engineer in Training"
- "Engineering Technician in Training"

These categories are very clearly and carefully defined by ECSA.

In this document we will simply refer to a "Candidate".

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CHECKLISTS OF MENTOR ACTIVITIES

1. Obtain copies of the documents listed in Appendix 1 attached.
2. Establish that candidate holds relevant qualifications refer doc. (ECSA R1/1)
3. Establish the training schedule in conjunction with doc. R1/1 and the company schedule. (The company should be persuaded to register a training commitment and undertaking (CU) with ECSA if this doesn't already exist.
4. Support and monitor the candidate throughout his training.
5. When training is complete to the satisfaction of the Mentor, ECSA applications form A1. 1/2 must be completed by the candidate. (Use Information sheets A2. 1/2 section A for instructions)
6. The candidate must complete the training report Form A4 (Use information sheets A2. 1/2 section B for instructions).
7. The candidate must complete the summary of training periods Form A3 (Use information sheet A2. 1/2 section A for instructions)
8. The completed documents must be forwarded to ECSA by the candidate.
9. The candidate must use Form A6 to request his "Referee" to provide an evaluation. The Referee is to use Form A5 1/2 for this purpose (Instructions are given at the end of the form) and must send the completed form direct to ECSA.

NOTE: The "Referee" is chosen in the following order of preference:
(a) Mentor (b) Supervisor (c) Colleague at same or higher level etc.

DOCUMENTS THAT MUST BE AVAILABLE

APPENDIX 1

APPENDIX 1

DOCUMENTS THAT MUST BE AVAILABLE

The following documents must be available to candidate and mentor for reference during training and for use when application for registration is made.

The documents are available in English or Afrikaans from:

Engineering Council of South Africa
Private Bag X691
BRUMA
2026

1st Floor, Waterview Corner Building
2 Ernest Oppenheimer Avenue
Bruma Lake Office Park
Bruma
Johannesburg
2198

Tel: (011) 607-9500 (General)
Fax: (011) 622-9295 (General)
Fax: (011) 616-1855 (Accounts)
Fax: (011) 607-9556 (Accreditation)
Fax: (011) 607-9547 (Legal)
E-mail: engineer@ecsa.co.za
Website: www.ecsa.co.za

DOC. NO DESCRIPTION: RELEASE DATE (Please use the Latest version if they have been updated)

1. ECSA Policies & Procedures: 23-05-96
2. Training requirements for Professional development of Engineers in Training
3. ECSA Branch Specific Guidelines: 30-10-96
4. ECSA Policy Statement R1/1 -
5. A1. 1/2 Application Form for Registration as 01-09-96
6. Professional Engineer, Professional Certificated Engineer or Professional Technician (To be filled in by applicant)
7. A2. 1/2 Information sheet for Applicants 01-09-96
8. A3. Summary of training periods 01-09-96
9. A4. Training Report 01-09-96
10. A5. 1/2 Referee's Report 01-09-96
11. A6. Applicant's request to Referee for evaluation 01-09-96
12. Addendum A List of recognized Institutes 01-09-96
13. M1 Application for a mentor July '97
14. M2 Application to become a mentor July '97