

ANNUAL REPORT

APRIL 2012 TO MARCH 2013



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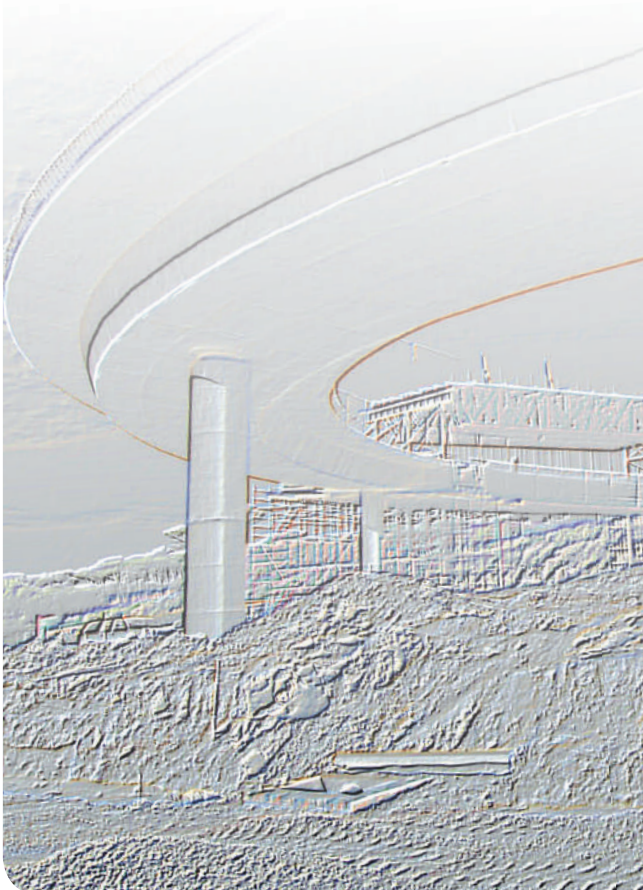
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Executive Summary

SAICE Professional Development and Projects (SAICE-PDP) was established by SAICE in 2004 to implement SAICE Outreach and Capacity Building initiatives and activities that require external funding. Over the years SAICE-PDP has been involved in capacitating public sector structures, supporting students and graduates with bursaries, work-integrated learning and workplace training towards professional registration, and delivering courses. With many major projects coming to an end in March 2012, activities during the financial year under review were limited, but nevertheless of great benefit to those who received support, as outlined in the following section.



Activities and projects

SAICE-PDP was appointed to develop and manage a professionalisation programme for the Eastern Cape Department of Roads and Public Works. A total of 131 engineering and built environment professionals were to be supported in some way. In the first financial year, the focus has been on engineering candidates; in future years attention will also be given to architects, quantity surveyors and project managers.

Allyson Lawless and Peter Coetzee assumed advisory roles during the year to the Department of Higher Education and Training (DHET) and the Gauteng Department of Infrastructure Development (GDID) respectively. The former was asked to advise on skills planning for infrastructure delivery, and the latter to assess, advise and support junior staff with regard to career development, and mature staff with regard to completing their applications for professional registration with the Engineering Council of South Africa (ECSA).

In the latter part of the year SAICE-PDP was delighted to be appointed by the Construction Education Training Authority (CETA) to develop a Candidacy Support Programme for 50 candidates. This will pave the way for designing structured training programmes for candidate development, which it is hoped will eventually become a standard throughout the construction industry.

Demand continued for courses offered by the Candidate Academy. During the year the Getting Acquainted, Fixing and Anchoring Technology and General Conditions of Contract (GCC) courses were added. Of significance was the demand for support with the Road to Registration for Mature Candidates which addresses the needs of experienced practitioners who should have long since registered but have never completed their ECSA forms. Courses aimed at graduates, mentors, supervisors and companies on the registration process were attended by some 880 delegates and a further 289 attended technical courses covering contract administration, pavement rehabilitation, pipeline network design and sewer design. Many in-house courses were commissioned, indicating the commitment of companies to develop their young graduates.

SAICE-PDP was awarded the contract to manage the Local Government 2012/13 Engineering BTech Bursary Scheme funded by the Local Government Sector Education and Training Authority (LGSETA) and also continued running the intern and bursary schemes awarded in prior years.

Apart from company projects, SAICE-PDP was involved in offering advisory services, wherever possible, to assist a range of organisations with skills development, education and training. To this end we attended meetings, delivered lectures and presentations, offered advice, developed position

papers, participated in, and in some instances chaired, workshops for, among others, the following institutions:

- Coega Development Corporation
- Construction Education and Training Authority (CETA)
- Consulting Engineers South Africa (CESA)
 - School of Consulting Engineers
 - Human Resources Forum
- Department of Economic Development
- Department of Higher Education and Training
- Department of Roads and Public Works, Eastern Cape
- Department of Roads and Transport, Gauteng Province
- Department of Roads and Public Works, Western Cape – Masakh'iSizwe
- Department of Water Affairs – Water Sector Leadership Group
- Engineering Council of South Africa (ECSA)
 - Council
 - Joint Implementation Committee
 - Registration Committee – Professional Engineering Technologists
 - Strategic Advisory Committee Working Group 1 – Candidacy Phase
 - Research on the number of engineering professionals in South Africa
- Gauteng Department of Finance
- Gauteng Department of Infrastructure and Development (GDID)
- Gauteng Department of Local Government and Housing (GDLG&H)
- Human Resources Development Council of South Africa (HRDCSA)
- Manufacturing, Engineering and Related Services Education and Training Authority (merSETA)
- National Department of Transport
- National Treasury
- Quality Council for Trades & Occupations (QCTO)
- South African National Roads Agency Limited (SANRAL)
- Water Institute of Southern Africa (WISA) - Water and Waste Water Process Controller Qualification: Working Group

Prospects

After a tough year, the prospects for the 2013–2014 year look much better. The Coega Development Corporation is anxious to use our services, as are the National Treasury and George Municipality. In addition, CETA is likely to offer us a further appointment to mentor another 50 candidates. These activities will more than double the 2012/2013 turnover and will require that we take on more management staff and mentors.

In memoriam

Sadly, during the 2012/2013 financial year one of the town planning seniors, Prof. Martin Drake, who had served us in

Kungwini and Bushbuckridge, was tragically killed in a motor accident. He was a mentor and lecturer of note, and will be sorely missed by the many young people whose lives he influenced and all at SAICE-PDP.

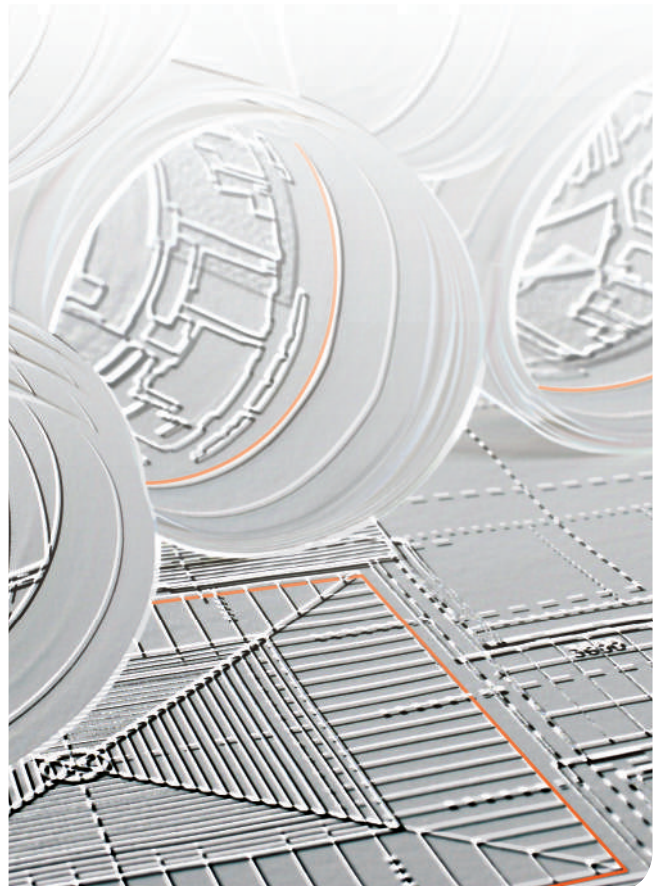
A word of appreciation

I would like to express my thanks to the SAICE Professional Development Directors, Members, SAICE, CESA and SAICE-PDP personnel for their enthusiasm and continued support. And finally, a big thank you to all our funders and clients for entrusting their skills development initiatives to the company.



ALLYSON LAWLESS

Managing Director



Project Details

SAICE-PDP suffered a difficult financial year in 2012/2013. It took many months to close new contracts. To ensure the flow of funds, many small projects were taken on, which nevertheless have made significant impacts on those who have received the support.

Department of Higher Education and Training (DHET)

Allyson Lawless was appointed as Advisor to the Deputy Director-General (DDG) for skills planning for the Strategic Infrastructure Projects (SIPs) in the DHET. The DDG has been tasked with determining the skills demand for rolling out the SIPs, the current work force, and the supply, in order to determine the gaps.

A demand-side template has been developed and sent to all engineering sectors to determine the skills required from management level all the way down to elementary workers. The results are shown in **Figure 1**. Emerging from this exercise a scarce skills list has been drawn up. A number of initiatives are being developed to address the development and strengthening of various occupations that have been identified.

To ensure that training takes place on all the SIPs projects, a training standard has been developed which will be issued by the CIDB for use on all public sector infrastructure projects. The standard calls on industry to ensure that 10% of the workforce on every infrastructure project is undergoing some form of training or development. The categories of training are:

- Skills training towards attaining all qualifications
- Apprenticeships
- Work-integrated learning
- Candidate training for professionals

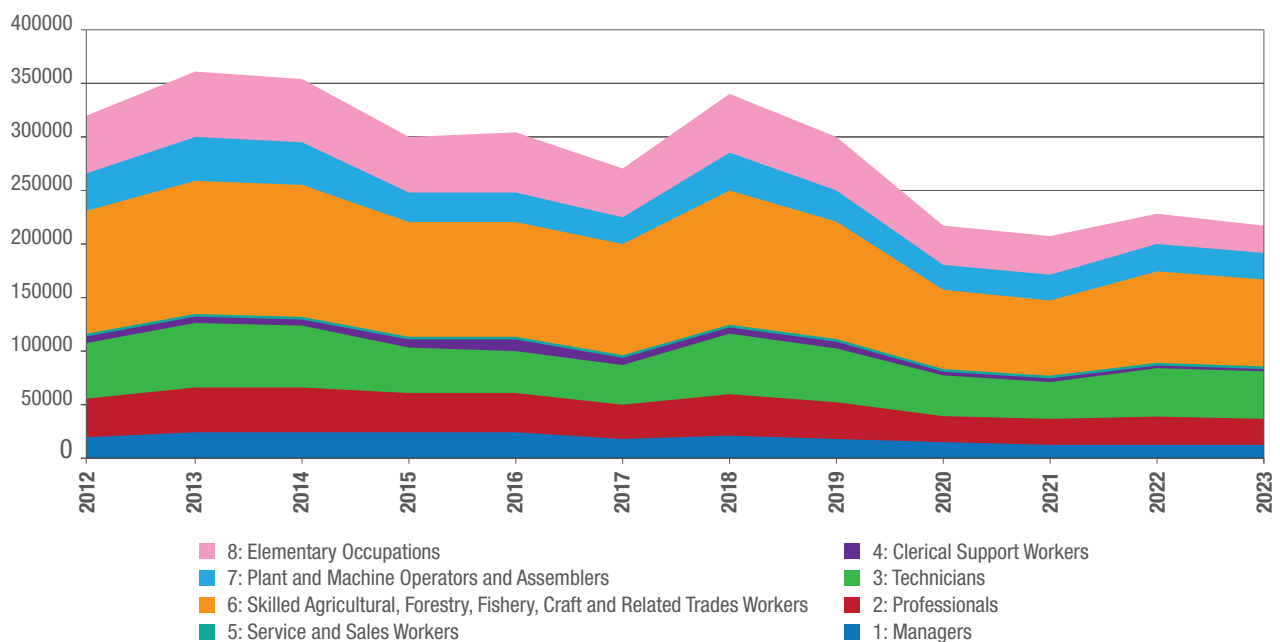


Figure 1: Skills required for the Strategic Infrastructure Projects (SIPs)

Quality Council for Trades and Occupations (QCTO)

Allyson Lawless has been appointed to the Qualifications Committee of the QCTO. The QCTO is responsible for re-developing all the qualifications that have been developed by SETA Standard Generating Bodies since the inception of SETAs. In many instances, several qualifications are being consolidated into a single national qualification and much research has gone into determining the scope of each of these qualifications. The Qualifications Committee is responsible for ensuring that adequate expertise has been harnessed to develop these qualifications and that they address the needs of the nation.

Gauteng Department of Infrastructure Development (GDID) Professionalisation Project

SAICE-PDP was appointed by GDID to assess, advise and support junior staff with regard to career development and mature staff with regard to completing their applications for professional registration.

One hundred and six staff were interviewed over a period of four months. Training activities were suggested for those not ready for registration. Many were involved with the development of the Natalspruit Hospital which presented good opportunities for gaining experience towards professional development.

The Road to Registration course was presented to 60 registerable staff members, of whom 20 had completed their applications by the end of the project.

The Local Government Sector Education and Training Authority (LGSETA) BTech Bursary Scheme

Twenty-three students were awarded bursaries by the LGSETA in the 2012/2013 financial year. The majority of students who have been awarded bursaries have been able to commence their studies at various universities of technology. Lumanyano Wana, Mandlakazi Mqwebedu Immanuel Smith and Nokukhanya Mngoma graduated during the financial year.

Since the inception of the programme in 2006, a total of 36 students have completed their BTechs and 79 are still studying. Doing a BTech course part-time is very challenging, particularly for those who live long distances from universities of technology and have to travel thousands of kilometres every month or semester. As a result, we have experienced a 35% drop out over the period.

The Local Government Sector Education Training Authority Internship Programme

It has been a challenging year for the placement of interns at municipalities, with only seven interns being placed. Of

these, six were placed at eThekweni Water and Sanitation Department and one at Umsobomvu Municipality. It was encouraging that 43% of these interns were females. One intern has completed her training and the remaining six will complete their training during the course of 2013.

We would like to extend a thank you to these two municipalities for committing themselves to their interns who are seen busy with their projects in **Figure 2** and **Figure 3**. Specifically, eThekweni embraced the opportunity and provided invaluable experience to the interns, exposing them to major projects but at the same time also benefiting from the “extra pairs of hands”.

Both municipalities have expressed interest in placing additional interns, which is good news!



Figure 2: Nishkar Somai , an intern at eThekweni, fixing snags in a pressure reducing valve chamber

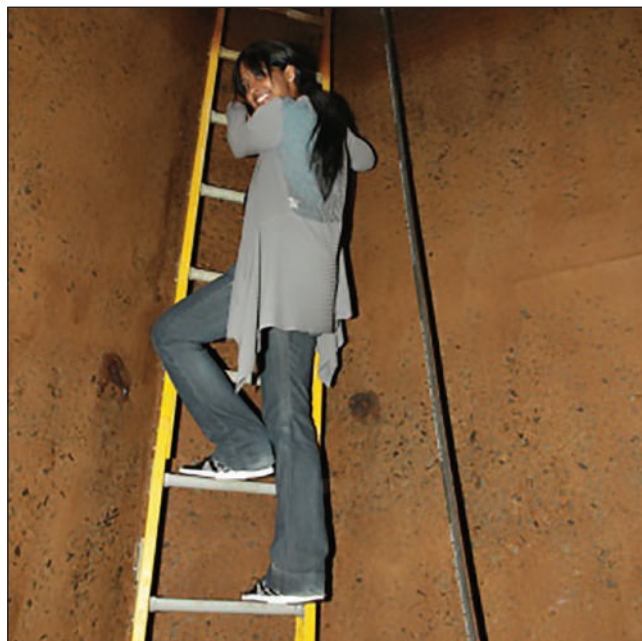


Figure 3: Latisha Naidoo, an intern at eThekweni at Mobeni 2 Reservoir during cleaning

CETA Candidacy Phase Support Programme

Over the past 10 years, SAICE has been campaigning about the inadequate support given to graduate engineers in the workplace to develop towards professional registration. Since 2006, SAICE-PDP has accessed funding from various government structures and internationally to assist with capacity building in terms of engineering graduate development. The lessons learned have been developed into courses known as the Road to Registration series, which are offered nationwide and in some of our neighbouring states. Attendees at these courses have often asked SAICE-PDP to extend training to in-house groups and to consult on developing sustainable training programmes within their organisations.

SAICE-PDP has become increasingly involved in this type of support and is being called upon to assist by HR practitioners, senior engineers and even the candidates themselves. During 2012 the demand for candidate support increased substantially. It was on this basis that we were delighted to be awarded funding by CETA to provide support to 50 engineering candidates and to develop and institutionalise candidate training within their organisations.

Categories of support

We decided on three categories of support as follows:

- For companies that do not have registered mentors – we would offer the service of an external mentor
- For companies that have technical supervision and professionally registered staff to act as mentors, but do not have formal systems – we would offer support from a team of advisors to put a structured training programme in place
- For candidates who are close to registration, but have not had support – we would assess their progress, recommend the additional experience required and oversee the completion of their training and registration applications

Demographics

We approached all companies that had previously contacted us for assistance, which in most cases resulted from delegates attending Road to Registration courses. For maximum spread, companies were requested to limit their selection to not more than eight candidates.

In an attempt to meet the CETA demographic requirements of 40% female and 2% disabled (dependent on availability), companies were asked to give preference to these categories when selecting candidates. The candidates finally selected were 52% female and 58% black, with which CETA was more than satisfied.

This is an exciting project as the impact goes way beyond these 50 candidates. Once the programme has become institutionalised in each company and the appropriate supervisory and mentoring skills have been developed, the knock-on effect to the rest of the organisation will be immense, especially in the large consulting firms.

Umgeni Water Board

A Road to Registration for Candidates and JournalLOG course was delivered at Umgeni Water Board in October 2012. A total of 54 civil, electrical, mechanical and chemical engineering candidates attended. The JournalLOG is a tool that will be used by the candidates to help with time keeping, setting up workplace training plans, reporting and assessments. Assessments are carried out by mentors on a quarterly basis to track the progress of candidates towards registration with ECSA. Mentors were also trained on mentoring techniques and how to design, manage and assess progress on candidate programmes.



Figure 4: Umgeni delegates attend Road to Registration training

National Treasury

The National Treasury has issued an Infrastructure Skills Development Grant (ISDG), much of which is being invested into training engineering and science graduates in municipalities. It has, however, experienced difficulty in accessing sufficient mentors to assist in the process. In addition, few supervisors within municipalities understand the ECSA development guidelines and requirements. SAICE-PDP was harnessed to deliver Road to Registration courses for supervisors in the Eastern Cape and to advise mentors on the activities they should be considering when training graduates.

The Candidate Academy

The Candidate Academy was conceived to work with young graduates in their early employment years to turn their theoretical training into the practical skills that are so sorely needed by South Africa's modern economy. The initiative involves SAICE-PDP, the SAICE Education and Training Department and the training initiative of Consulting Engineers South Africa (CESA), known as the School of Consulting Engineers.

During the 2012/2013 financial year continued growth, as shown in **Figure 5**, was evident.

A total of 1 320 delegates attended the range of courses listed below:

- Basic Contract Administration and Quality Control
- Basic Pressure Pipeline Design

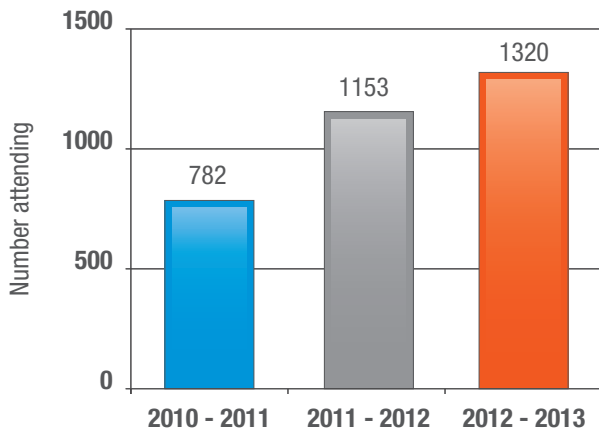


Figure 5: Attendance at Candidate Academy Courses from April 2010 to March 2013

- Getting Acquainted with Concrete
- Getting Acquainted with Concrete Durability, Deterioration and Repair
- Getting Acquainted with Fixing and Anchoring Technology
- Getting Acquainted with GCC2010
- Getting Acquainted with Sewer Design
- Using the JournalLOG Program
- Pavement Rehabilitation and Maintenance
- The Road to Registration for Candidates
- The Road to Registration for Mature Candidates
- The Road to Registration for Supervisors
- The Road to Registration for Mentors, Supervisors and HR Practitioners

professionals. The interest created as a result of the Mature Candidate courses drove the demand for further candidate courses and candidate courses were also offered in many other smaller centres, including Kimberley, Uptington, Pietermaritzburg and Bloemfontein. See delegates attending one of these courses in **Figure 6**.

The Getting Acquainted with Fixing and Anchoring Technology course was launched in 2012 and was very well attended. Fixings are an important part of most construction projects and hands-on presentations form an important part of the training. **Figure 7** shows the presenter about to conduct a pressure test on a friction anchor already inserted into the concrete.



Figure 7: Preparing to conduct a pressure test on a friction anchor cast in concrete



Figure 6: Delegates getting to grips with problem-solving on a Road to Registration for Candidates course

This brings the total number of people trained by the Candidate Academy to 3 255 since its inception in April 2010. The Road to Registration for Mature Candidates course was one of the most important initiatives for the year, with the trainers criss-crossing South Africa to assist groups in large and small centres, including Mafikeng, Polokwane, Mbombela (Nelspruit), Secunda and Umtata, to complete their applications and finally be registered as engineering

The demand for in-house training grew substantially in 2013. As a result some 47% of all training was offered in house – see **Figure 8**.

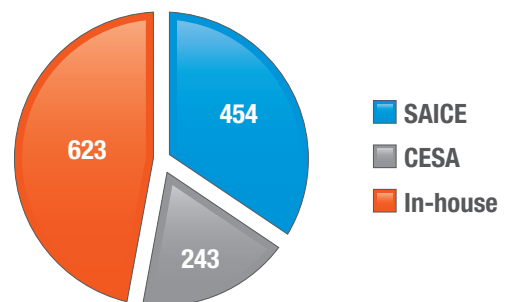


Figure 8: Course attendance by host

Although updates to GCC were issued in 2010 and extensive road shows covering the changes were delivered by SAICE, it was found that an additional course “Getting Acquainted with GCC2010” was necessary to introduce candidates to the concept of GCC as a whole. This course was launched in the middle of 2012 and the demand was enormous!

An interesting extension of the Road to Registration training was the request for such training from several tertiary

education institutions which needed an understanding of the type of experience and activities required of academics for eventual registration with ECSA.

Candidate Academy Website

The Candidate Academy website was launched with lots of new and interesting stories covering what the Academy has achieved and what it plans to offer. All the Candidate Academy press releases are also available online. We aim to create a site that can be used by candidates as their one-stop resource centre.

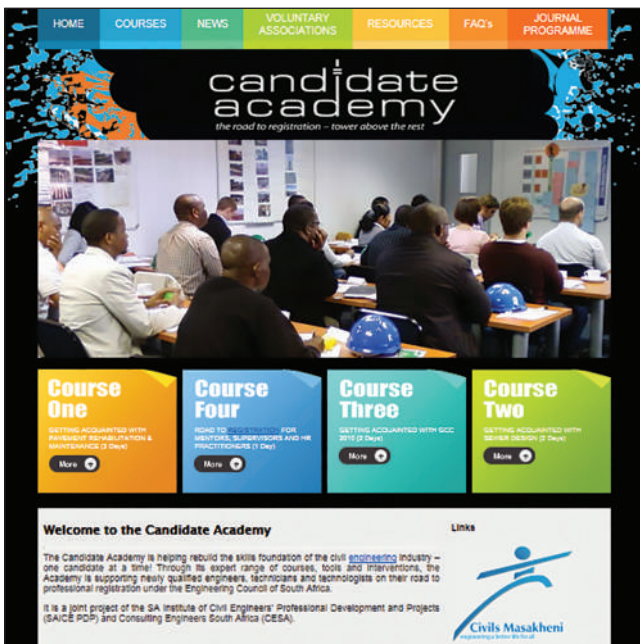


Figure 9: Screen capture of www.candidateacademy.co.za

Eastern Cape Professionalisation Programme

In the year under review SAICE-PDP was appointed to develop and manage a professionalisation programme for the Eastern Cape Department of Roads and Public Works. A total of 131 engineering and built environment professionals were to be supported in some way. In the first financial year, the focus has been on engineering candidates; in future years attention will also be given to architects, quantity surveyors and project managers.

The deliverables included:

- Interviewing and assessing all candidates
- Identifying branches, projects and service providers able to offer suitable workplace training experiences
- Developing workplace training plans
- Training candidates on the Road To Registration (See Figure 10)
- Mentoring and coaching
- Quarterly assessments
- Identifying and organising supplementary training
- Supporting mature candidates with regard to their ECSA applications



Figure 10: Eastern Cape candidates attending the Road to Registration course

- Assisting with the development of a Centre of Excellence – Masakh'iSizwe
- Developing standard operating procedures (SOPs)
- Reviewing departmental structures and making recommendations on any changes considered necessary
- Programme management

In accordance with the business and progression schedule, the following activities and associated numbers were identified for support in the first year:

Support	No.
Interviews	74
Workplace training plans	74
Orientation (Road to Registration)	30
Experiential training (experienced and novice)	27
Mentoring (experienced and novice)	112
Experiential reporting (JournalLOG)	85
Mature candidate registration support	9
Continuous professional development	19
Supplementary training	85
Total number of candidates on programme	131

A total amount of 202 mentoring days were expended in the first year. This included assisting with the development of a small design office.

Water and Waste Water (W&WW) Process Controller Occupational Qualification: Working Group

Peter Coetzee commenced duties on a Water Research Commission working group to develop a W&WW Process Controller qualification in terms of section 71(1) (a) of the Water Services Act, 108 of 1997. The qualification is being developed to help improve compliance with Draft Regulation 17. The Quality Council for Trades & Occupations (QCTO) process will be followed, which will require the development

of a knowledge component, a practical component and a workplace experience component. Contexts for the workplace experience component will be Plants A to E as described in the Regulation. A team of expert practitioners has been assembled to develop the entire qualification following the QCTO process.

Masakh'iSizwe Advisory Board

Allyson Lawless has continued to offer support to the Masakh'iSizwe Advisory Board in terms of workplace training and links with local government in the Western Cape. The Masakh'iSizwe Centre of Excellence is a capacity-building initiative of the MEC of the Western Cape Department of Transport and Public Works.

ECSA Strategic Advisory Committee – Candidacy Phase Working Group (WG1)

Three SAICE-PDP staff serve on the Candidacy Phase Working Group (WG1) set up by the ECSA Strategic Advisory Committee to identify, launch and oversee initiatives that will lead to the following broad outcomes:

1. To ensure a sustainable increase in the number of candidates enrolled with ECSA
2. To sustainably reduce the average duration of the candidacy phase towards the minimum prescribed period
3. To create the culture of, respect for and recognition of the value of Professional Registration

During the year substantial research was carried out on changes required to various pieces of legislation to ensure recognition for, and release of, funding towards structured training for the candidacy phase. Several submissions were made to the Minister of Higher Education and Training. The Director General of this Department and his team have responded favourably, and we wait anxiously for the outcome.

A mentoring model is being developed, which should be rolled out by the Voluntary Associations during the 2013/2014 financial year, and a major public relations campaign was developed to create awareness of the need for registration and the associated benefits for professionals, employers and the nation.

SAICE Education and Training Department

Extensive research was carried out by SAICE-PDP to determine what courses were being offered in the marketplace. The intention of the exercise was to determine what training is available and to identify gaps for the Candidate Academy and SAICE Technical Divisions to address. Allyson Lawless visited the Divisions to outline what was available and explore the gaps. The objective was not to compete with established service providers, but to expand

the range of courses to address all the needs of SAICE members. Emerging from this the Geotechnical and Water Divisions have offered additional courses to SAICE Education and Training for roll out in the 2013/2014 financial year.

Royal Academy of Engineering (RAE)

Allyson Lawless was made an International Fellow of the Royal Academy of Engineering at a glittering function in Drapers Hall, London, on 5 November 2012. See **Figure 11**. The Royal Academy of Engineering was founded by HRH The Duke of Edinburgh in 1976 to promote engineering and technological development; provide independent and impartial advice to government; work to secure the next generation of engineers; and provide a voice for Britain's engineering community. Its scope has since extended to supporting engineering and technology development, and the development of the engineering profession in emerging nations. It was for her research and skills-development initiatives in particular that she was honoured. She was only one of four International Fellows to receive this award in 2012.



Figure 11: Allyson receives the award from Sir John Parker, President of the RAE, after being congratulated by Lord Browne of Madingley on her right

Governance

Retirements and resignations

On 31 July 2012, Mr Ali Naidu retired as a Director, Mrs Danai Magugumela retired as a Member and Mr Simon Mqamelo retired as a Member but was re-elected. SAICE-PDP would like to thank Ali and Danai for their individual contributions and valuable input during their terms from 2006 and 2007 respectively.

Appointments

We were fortunate to have Mr Stanford Mkhacane accept nomination as a Director and subsequent appointment and Mr Chris Herold accept nomination as a Member by SAICE Council and subsequent appointment. On behalf of the Board of Directors, we welcome Messrs Mkhacane and Herold and look forward to their contribution towards the continuing success of SAICE-PDP.

Board of Directors meetings

The Board met on 20 November 2012 and 19 February 2013 under the chairmanship of Mr Gary Drummond.

Memorandum of Incorporation (MOI)

In accordance with the Companies Amendment Act 3 of 2011, it is a requirement for Section 21 companies to incorporate the existing Articles of Association and Memorandum of Association into an MOI.

A Corporate Governance Workshop which also covered the implications of the Companies Amendment Act for Section 21 companies was presented by Mr Ricardo Wyngaard, an attorney who is an expert in good governance of non-profit companies, and was attended by the Directors, Mr Kerst and Mr Mkhacane in April 2012.

With an improved understanding of the requirements, work began on compiling the MOI document and following much effort and debate by the Directors, including input from the SAICE Executive Board and legal advice from Mr Wyngaard, the MOI was adopted by the Directors on 19 February 2013.

In alignment with the Companies Amendment Act, SAICE-PDP is now a non-profit company as "Section 21" is no longer a company category.

B-BBEE certification

SAICE-PDP was delighted to receive its first B-BBEE certificate in June 2012. The company was rated a Level 2 contributor. Furthermore, a new tax clearance certificate was received in August 2012. Possession of both certificates has assisted the company with becoming registered as suppliers

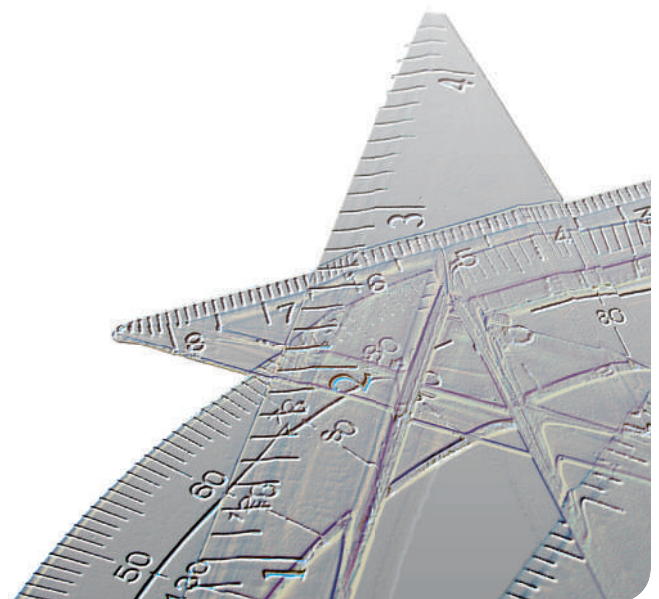
or service providers to many organisations, which will assist with future business.

Directors and Members

Directors and Members of SAICE-PDP as at 31 March 2013 are listed below.

DIRECTORS
Gary Drummond (Chair)
Allyson Lawless
Manglin Pillay
Neil Macleod
Stanford Mkhacane

MEMBERS
Seetella Makhetha
Martin van Veelen
Mehboob Babamia
Simon Mqamelo
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