

# ANNUAL REPORT

APRIL 2013 TO MARCH 2014



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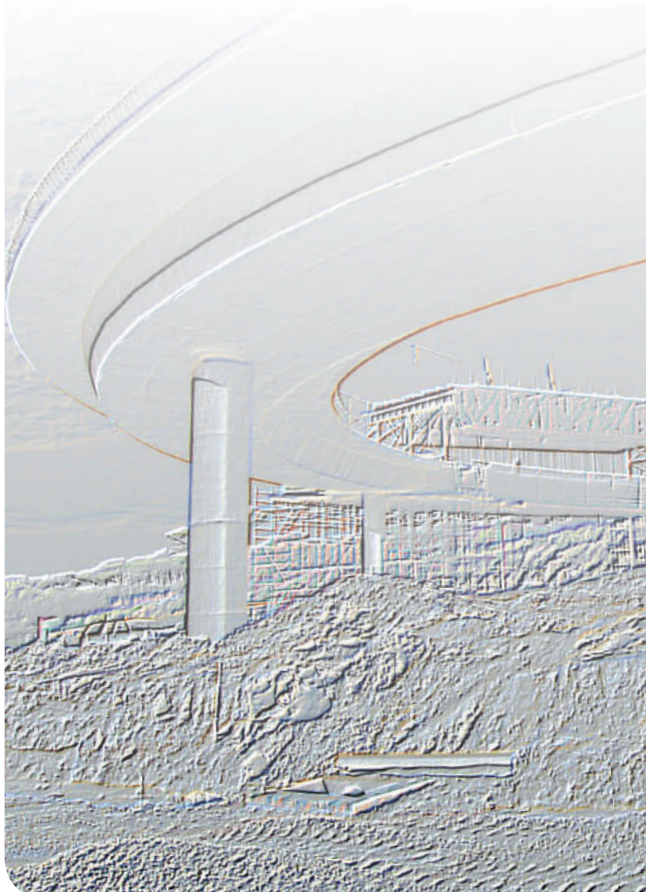
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# Executive Summary

**S** 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.

In the early years of the organisation, major capacity building projects funded by the Dept of Water Affairs, the Dept of Provincial and Local Government and the Development Bank of Southern Africa were in place, which came to an end in 2012, impacting seriously on the business in 2013. Happily, we commenced the year with signed contracts and towards the end of the year, many more projects were awarded which bodes well for the 2014 to 2015 year.



## Activities and projects

SAICE-PDP has continued to manage the professionalisation programme for the Eastern Cape Department of Roads and Public Works. A total of 103 engineering and built environment professionals have been supported in some way.

The first Candidacy Support Programme, funded by the Construction Education Training Authority (CETA) continued during the year, in which 50 candidates have been mentored towards professional registration. A second project covering another 50 kicked off in January 2014 and a third project for a further 50 was awarded in the last week of March 2014. Many types of programmes have been designed for consultants and contractors and work on a municipal programme will commence mid-2014.

Demand continued for courses offered by the Candidate Academy, particularly the Road to Registration for Mature Candidates. This course addresses the needs of experienced practitioners who should have long since registered, but have never completed their ECSA forms. Several senior engineering practitioners were registered during the year, including a 73 year old 'padmaker' who was qualified only by experience, but has developed considerable expertise over the years and is now employed as a mentor.

It was agreed that SAICE-PDP should manage the 2013/14 Engineering BTech Bursary Scheme using funds retained from previous bursary schemes funded by the Local Government Sector Education Training Authority (LGSETA). Sadly, during the year, the LGSETA advised that in future they would be running all bursary and intern programmes internally, so this is the last cohort for whom SAICE-PDP will be responsible.

In March 2014, SAICE-PDP was awarded a substantial training contract by the Municipal Infrastructure Support Agent (MISA) to deliver some 60 courses in 11 centres over the next two years. This will allow SAICE-PDP to make many more contacts in the municipal space and expand its training footprint.

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)
- Economic Development Department

- Department of Higher Education and Training
- Department of Roads and Public Works, Eastern Cape
- Department of Roads, Kwa-Zulu Natal
- 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 Department
- Human Resources Development Council of South Africa (HRDCSA)
- 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

The prospects for the 2014-2015 year look much better with an unexpected R6m worth of appointments being awarded in March 2014 alone.

### In memoriam

Sadly, during the 2013/2014 financial year one of our mentors from the ENERGENS programme, Brad Rutherford passed away. Brad's energy and humour were legendary – no one will ever forget his anecdote about teaching his class the  $\pi r^2$  (pi r squared) formula for calculating the area of a circle – one of his students quickly corrected him saying “No Sir, pies are round; bread are square”.

He was a mentor with immense dedication, humour and drive, who had an innovative solution for any problem and will be missed by his clients, the many young people whose lives he influenced, and all of us at SAICE-PDP.

### A word of appreciation

I would like to express my thanks to the SAICE-PDP 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.

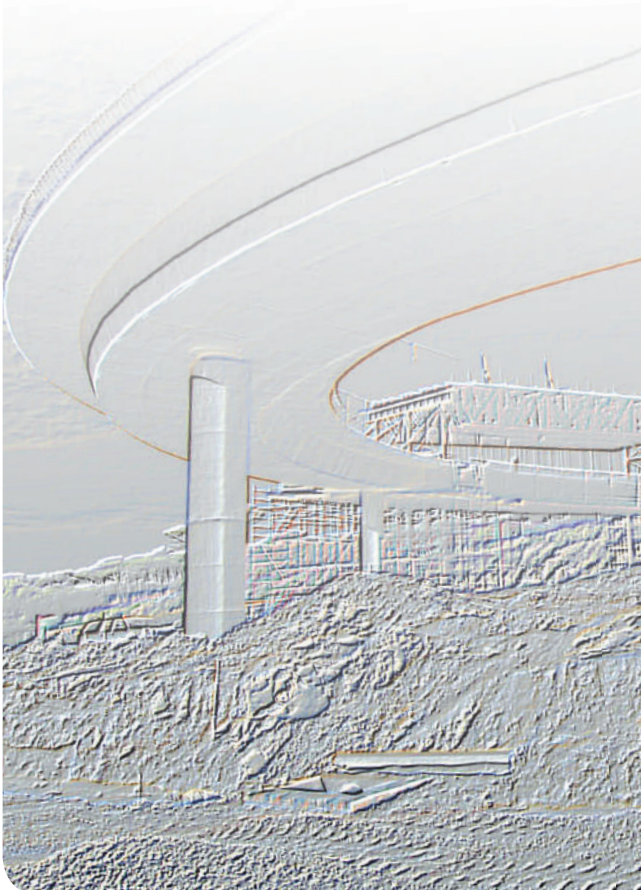


**ALLYSON LAWLESS**  
Managing Director



# Project Details

**A**fter the severe knock and difficult year that SAICE-PDP suffered in 2012-2013, the year in question was much improved with the turnover almost doubling that of the prior year.



## Department of Higher Education and Training (DHET)

Allyson Lawless was appointed as a Technical Advisor to the Deputy Director General (DDG) of the Special Projects Unit (SPU). This unit is responsible for preparing the skills plan for the Strategic Infrastructure Projects (SIPs). The DDG has been tasked with determining the skills demand, the current workforce, and the supply, in order to determine the gaps and bottlenecks associated with rolling out the SIPs.

Emerging from research, a list of priority skills was identified and energies were focussed on determining the bottlenecks associated with developing each of these skills. To this end, the Minister launched the 'Occupational Team' (OT) concept. OTs were constituted to draw together input from the theoretical and practical training providers, the industry and the registering or certifying bodies (see Figure 1) on the bottlenecks and support required to develop each occupation.

The support required ranged from the need for career guidance to addressing throughput, workplace training, equipment (including simulators for grader operators!) and support for professional bodies, new categories of registration and even new qualifications.

The SETAs were approached to fund many of the initiatives. A total of R 1.1bn was requested at the end of January 2014 and by March 2014 some R 560m had been committed.

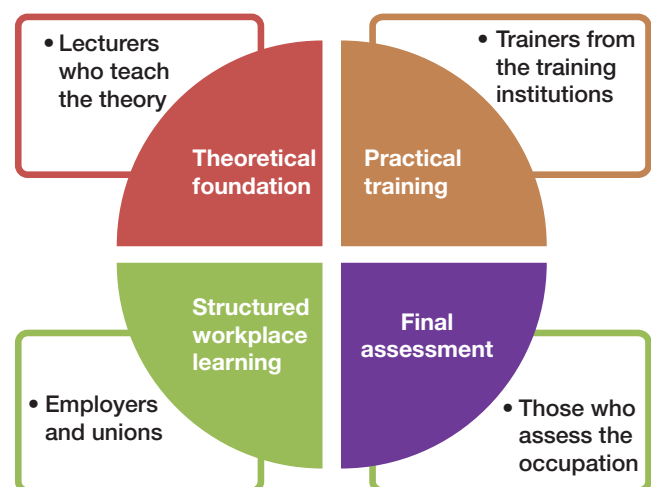


Figure 1: The composition of Occupational Teams

### Quality Council for Trades and Occupations (QCTO)

Allyson Lawless continued to serve on 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.

### The Local Government Sector Education Training Authority BTEch Bursary Scheme

Twenty-three students were awarded LGSETA bursaries in the 2013/2014 financial year out of income retained from previous years. The majority of students who have been awarded bursaries have been able to commence their studies at various Universities of Technology. Sadly, the LGSETA has decided that it will handle all bursary programmes in-house in the future, so this will be the last cohort that we will be responsible for.

The following graduated during the financial year:

- Godfrey Moreki
- Janine Arends
- Mthokozisi Malinga
- Thulasizwe Ngubane
- Mthokozisi Mncwane
- Innocent Mashiyane
- Fathuwane Phaswana
- Kerwin Christians
- Sphelele Dlamini
- Puleng Makgohloa
- Thulani Bonkolo
- Jack Monnagathi
- Cameron Mamentsa
- Elvis Debeilla
- Bennie Arends



Figure 2: Elvis Debeilla poses at his graduation

It is gratifying to note that six of these were initially ENERGYS students or graduates in 2006 and/or 2007, who have continued to work and develop their careers in local government.

Since inception of the programme in 2006, a total of 64 students have completed their BTEchs and 39 are still studying. Doing BTEch 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 the overall throughput on the programme has only been ~60%, with some 74 dropping out over the period.

### Local Government Sector Education Training Authority Internship Programme

We are pleased to report that eight interns completed their training during 2013/2014 and two interns were appointed by eThekweni municipality who will complete their training in June 2014. Sadly, the LGSETA has decided that it will also handle all intern programmes in-house in the future, so this will also be the last cohort that we will be responsible for.

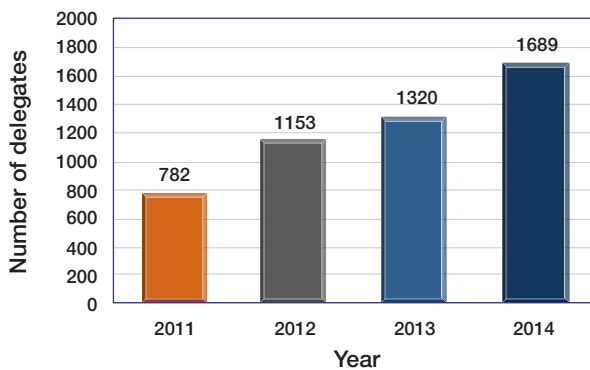


Figure 3: Dhiresh Dhewki, intern at eThekweni municipality inspecting the construction phase of a new dam

### The Candidate Academy

The Candidate Academy has grown from strength to strength since its inception in April 2010 with attendance increasing in the 2013/2014 financial year as can be seen in Figure 4. The full series of Road to Registration courses was presented due to high demand from industry. It is anticipated that, with the changes being instituted by ECSA in terms of the new registration system, the number of delegates will continue to increase.

In 2013/2014 there was a strong focus on mature candidates and many of the delegates who attended the courses, reported that their submissions through the ECSA process were successful as a result of the insight they gained from the courses attended. The highlight of this support



**Figure 4: Attendance at Candidate Academy Courses from April 2010 to March 2014**

was being able to assist a 73 year old 'padmaker', who was qualified only by experience but had developed considerable expertise over the years, with his registration. He is now employed as a registered mentor.

With the increasing demand for training of graduates to the level of competence required for professional registration, the Candidate Academy has become involved in assisting companies to design and implement training programmes. Candidates in these companies are now being trained in a structured manner towards registration as a result of this support.

A total of 1689 delegates attended the range of courses listed below:

- Basic Contract Administration & Quality Control
- Getting Acquainted with GCC2010
- Getting Acquainted with Fixing & Anchoring Technology
- Basic Pressure Pipeline Design
- Getting Acquainted with Sewer Design
- Getting Acquainted with Road Construction & Maintenance
- Earthmoving Equipment
- Pavement Engineering Modules 1 to 5
- The Road to Registration for Candidates
- The Road to Registration for Mature Candidates
- The Road to Registration for Supervisors and Coaches
- The Road to Registration for Mentors, Supervisors & HR Practitioners

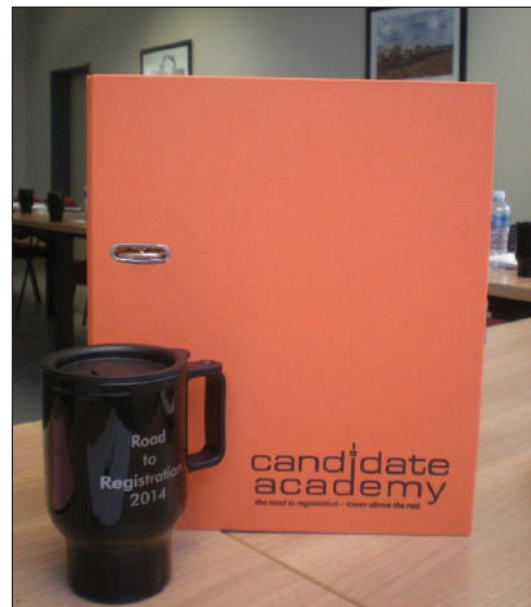
This brings the total number of people trained by the Candidate Academy to 4 944 since its inception in 2010.

We continued to experience a demand for in-house courses during 2013/2014 and also offered a structured modularised training course for the Eastern Cape Department of Roads and Public Works to guide inexperienced engineers, technologists and technicians in the workplace. This introduced them to the relevant specifications, manuals, standards and Acts used in the industry; outlined the composition of the pavement and types of materials and covered pavement management systems, design, quality control and tendering, etc.

Raubex really entered into the spirit of the Road to



**Figure 5: Delegates discussing the pros and cons of becoming professionally registered during a Road to Registration for Candidates' course**



**Figure 6: The Road to Registration manual and mug**

Registration courses by making Road to Registration mugs for all delegates who attended their series of in-house courses held in Bloemfontein, as can be seen in Figure 6.

### **The Municipal Infrastructure Support Agent (MISA)**

During the year, SAICE-PDP responded to three tenders issued by the Municipal Infrastructure Support Agent. The tenders were as follows:

1. Technical training in municipalities
2. Mentoring of in-house built environment practitioners to professional registration
3. Mentoring of graduates taken on to be developed as municipal engineering professionals

Preparing these tenders was an incredible amount of work but sadly in the end MISA decided that the graduate mentoring tender was too expensive. They decided to re-package the project for mentoring of in-house staff, and we had to re-tender, which took much more time! Sadly this tender has also not been awarded.

Much to our amazement we were awarded the tender into which we put the least effort – the technical training tender! We are committed to providing 60 courses on 22 topics in 11 centres spread across the provinces over a 24 month period. The first courses took place in Mmabatho and Polokwane at the end of March 2014 and were very well attended.

We have been contracted to deliver a range of contract administration and procurement courses, all the Road to Registration courses, water services design courses and will be working with the South African Planning Institute (SAPI) to roll out town planning courses, SAIEE to roll out electrical engineering courses and the Institute of Waste Management of Southern Africa (IWMSA) to deliver three waste management courses.

## Ceta funded candidacy phase support programmes

### CETA 1: 2011/2012 COHORT

The appointment by CETA to mentor 50 candidates has been a whirlwind experience. We commenced our support at the beginning of April 2013 and the results have exceeded our wildest expectations. Ultimately, we ended up with a mix of civil and mechanical engineering candidates which enabled us to develop mechanical engineering expertise. Unfortunately, the attrition rate of candidates resigning from their employers is quite high, resulting in continuous replacements having to be made. We are always mindful of CETA's preference that 40% of the candidates should be female. The most recent demographics are 54% female and 67% black.

On the whole, both companies and candidates embraced the opportunity and quickly realised its value. Our initial intention was to assist a small group of candidates per company, in the hope that the structure put in place would be adopted companywide over time. To our delight some companies saw the benefit immediately and made funds available for mentor support to be extended to all candidates from early on in the programme.

On the flipside, it has been practically impossible for our mentors to meet with candidates in some participating companies due to their deadline-driven environments. This has meant that candidates have not been able to follow a structured programme or make the time available for mentoring sessions, resulting in minimal progress.

As this was the first programme of its kind, it was a learning experience for SAICE-PDP, our mentors and CETA. Due to the enormity of the programme and the amount of

funding which CETA has made available to the whole built environment, work still needs to be done to standardise implementation and assist CETA to develop practical systems to streamline the disbursement of funds.

The first funding period ended on 25 March 2014 but based on the success of the programme to date, we are confident that CETA will allocate funding for a second year.

### CETA 2: 2012/2013 COHORT

Following the success of the CETA 1 project and realising the extent of support required by industry, CETA allocated funding from their 2012/2013 discretionary grants for an additional 50 engineering candidates.

To extend the programme beyond civil and mechanical engineering, we collaborated with the South African Institute for Electrical Engineers (SAIEE). SAIEE immediately saw the benefit structured training would have in the electrical engineering space. As a result, electrical engineering candidates make up 32% of the programme. About half of these are at City Power which we hope will contribute to the long term improvement of capacity in the utility.

The present demographics of this cohort is 30% female and 72% black. The distinct difference in the gender demographics compared with CETA 1 can largely be attributed to the number of electrical candidates, as it seems that electrical engineering is not as popular with females as civil engineering.

The strategy for selection of companies for CETA 2 was to include contracting companies who had previously asked for help. The hope was to use the opportunity to create contractor-specific material which was well received.

We also moved beyond Gauteng when we were asked to



Figure 7: A Raubex team solving problems in Bloemfontein

support companies based in Bloemfontein and Vryheid.

As our existing pool of mentors were committed on CETA 1, we had to source additional mentors which provided the opportunity to increase our mentoring expertise. As this was new territory for SAIEE, they also had to source their own mentors but ultimately each mentor was excited to be a part of such pioneering work!

### CETA 3: 2013/2014 COHORT

We submitted an application for 2013/2014 funding for another 50 engineering candidates, to be mentored and developed in Eastern Cape municipalities and were delighted to be awarded this contract within 10 days of submitting our application! Recruitment of candidates is currently underway.

Umgeni Water Board

Support in the use of the JournalLOG application continued with Umgeni Water Board during the year. The chemical engineering candidates have been particularly diligent about completing their entries. Using the reports uploaded on the system, mentors are able to assess candidates on a quarterly basis to track progress towards registration with ECSA.

## Eastern Cape Professionalisation Programme

SAICE-PDP has continued to manage a professionalisation programme for the Eastern Cape Department of Roads and Public Works. A total of 103 engineering and built environment professionals have been supported during the year.

The deliverables included:

- Interviewing and assessing all candidates
- Identifying suitable workplace training opportunities
- Supporting the development of a design office
- Developing workplace training plans
- Mentoring and coaching
- Quarterly assessments
- Identifying and organising supplementary training
- Supporting mature candidates with their ECSA applications
- Assisting with the development of a Centre of Excellence
- Developing standard operating procedures

The numbers supported in a range of activities are as follows:

- |  |     |
|--|-----|
| • Continuing Professional Development                      | 17  |
| • Experiential training and reporting using the JournalLOG | 65  |
| • Interviews and orientation on the Road to Registration   | 7   |
| • Mature Candidate Registration Support                    | 28  |
| • Mentoring and developing workplace training plans        | 89  |
| • Supplementary Training                                   | 103 |

A total of two hundred and two mentoring days were expended during the year.

## Coega

The phase one appointment was to identify sixteen candidates who were deemed ready for registration. Seventeen candidates were identified – three SACPCMP and 14 ECSA candidates. They were given support to prepare their submissions to the respective councils. The process included:

- Conducting registration orientation sessions in Port Elizabeth, Durban and East London
- Developing experience mind maps
- Developing templates and tools for experience reporting
- Individual coaching sessions with candidates
- Reviewing reports and recommending adjustments
- Submitting applications to a panel prior to submission to councils

Fourteen applications were received, reviewed and are being finalised for submission to the respective councils.

Phase two of the Coega programme will commence at the end of May 2014. Fifty six candidates have been identified to be mentored and coached towards registration.



Figure 8 : An Eastern Cape team on site

## Amathole

There are currently ten ECSA candidates placed in local municipalities in the Amathole District and two candidates placed within the municipal support unit who are being supported by SAICE-PDP.

The status of the candidates, and their progress towards registration was determined by performing a mind mapping exercise to assess their progress to date and readiness for registration. The candidates have been divided into cohorts in accordance with their progress towards registration.

Based on the initial expression of interest, the following broadly defined outcomes and deliverables have been attended to:

- Conducting an assessment orientation workshop to ensure candidates compile the required evidence prior to the assessments

- Assessment, categorisation of candidates and carrying out a gap analysis by means of individual professional interviews
- Presentation and facilitation of Road to Registration courses for mature, experienced and novice candidates
- Presentation, facilitation and implementation of the JournalLOG software
- Induction, orientation and training of mentors
- Development of individual workplace training plans or refinement of existing training plans
- Pre-registration training and coaching for mature candidates

All of the candidates who attended the courses have commenced with the compilation of their portfolios of evidence. The mature candidates are currently finalising their applications for submission to ECSA. Design offices were successfully set up in the local municipalities and a design coach/mentor is assisting the candidates with in-house design projects.

Across all the mentoring contracts outlined above a total of just under 280 candidates are being mentored by some 35 mentors.

### Water and Waste Water Process Controller Occupational Qualification: Working Group

Peter Coetzee continued duties in the Water Research Commission working group, constituted to develop a W&WW Process Controller qualification in terms of section 71(1) (a) of the Water Services Act 1997. The team of expert practitioners were able to complete the Practical Skills Modules and the first draft of the Work Experience Modules which have been submitted to the QCTO for review. They have also made a proposal with respect to the level and credit spread for the qualification, including initial credit allocation and weighting of topics for the knowledge modules.

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

Three SAICE-PDP staff members 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. 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 work was carried out with the CETA to develop guidelines for industry to access funding for

candidates being trained on structured programmes. A workshop was convened with industry to agree the final template and a Discretionary Grant Agreement specifically tailored for the candidate phase is being developed. The model has been communicated to many other SETAs who are now also prepared to fund candidate training.

A new Commitment and Undertaking is being developed which will give companies significantly more guidance on how graduates should be trained and a mentor contract will be issued which each mentor also needs to sign – this gives comprehensive guidance on the role that mentors should be playing.

### ECSA research

During 2013, Allyson Lawless assisted ECSA to mount a substantial research campaign to understand why people do not register, and what challenges they have when trying to register. The research was web-based and was open for two months from mid-October 2013 to the 18 December 2013. During this period, 10069 responses were received. The demographics was interesting in that the young age group showed some 60% transformation, as can be seen in Figure 9.

Many people explained that their work did not require professional registration – suggesting that only those doing work for the public sector required registration. This will change, in the public interest, once the Identification of Engineering Work is legislated.

Those who said they had difficulty in registering complained about the complexity of the documents and the lack of support from mentors. As part of the Working Group's solutions, a Mentor-Connector website will be launched later in the year. The Working Group has also developed a simplified document to explain the whole process.

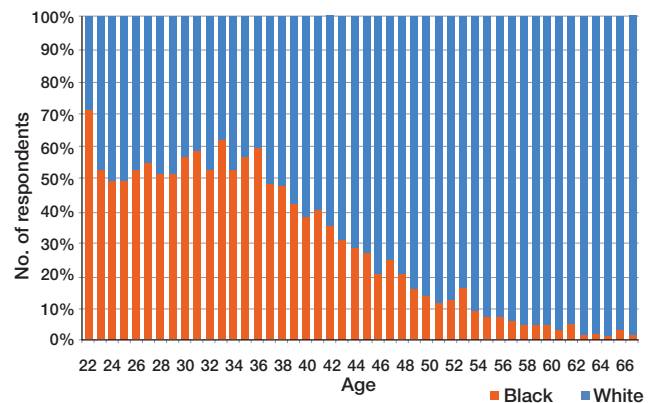


Figure 9: The racial demographics of the respondents

# Governance

## Board of Directors meetings

The Board met on 30 July 2013 and 13 February 2014.

## Memorandum of Incorporation (MOI)

SAICE-PDPs Memorandum of Incorporation (MOI) has been submitted to CIPC and we await official registration of the document.

## B-BBEE certification

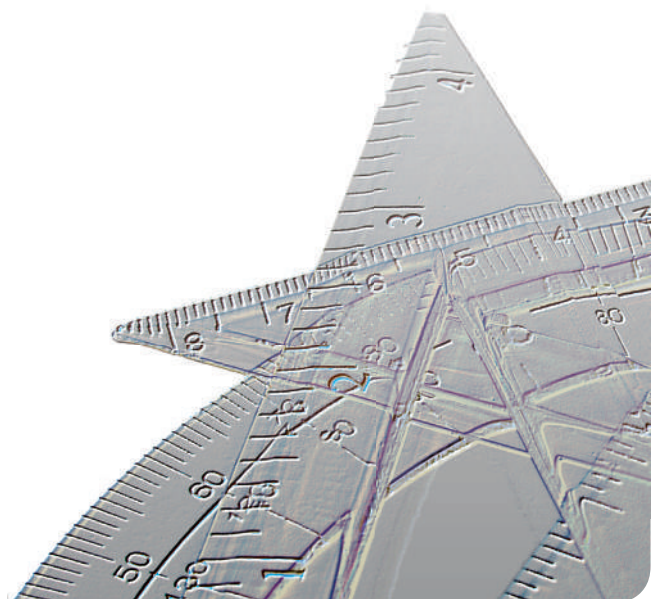
The reduced turnover for the B-BBEE audit period of review resulted in SAICE-PDP being recognised as a 'Qualifying Small Enterprise' (QSE) and we were delighted to be rated as a level 2 contributor again. Furthermore, a new tax clearance certificate was received in August 2013.

## Directors and Members

Directors and Members who were in place as at 31 March 2014 are listed in the table below.

DIRECTORS
<b>Gary Drummond</b> (Chair)
<b>Allyson Lawless</b>
<b>Manglin Pillay</b>
<b>Neil Macleod</b>
<b>Stanford Mkhacane</b>

MEMBERS
<b>Seetella Makhetha</b>
<b>Martin van Veelen</b>
<b>Mehboob Babamia</b>
<b>Simon Mqamelo</b>
<b>Errol Kerst</b>
<b>Chris Herold</b>



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