



**GUIDELINES: GRADUATE TRAINEES TO REGISTER AS PROFESSIONALS**

- 1. On qualification, the external bursar will enter the Learning Academy (LA) as a Graduate Trainee (GT) and carried against the LA's establishment in non-OSD posts.**
- 2. During induction the GT will sign a contract with the LA:**
  - a. Engineering – 5 years
  - b. Technical – 5 years
  - c. Scientific – 3 years
- 3. After induction the GT will be placed in the work place and allocated to a stream leader and mentor.**
- 4. A performance agreement and personal development plan (PDP) will be agreed upon and signed by the GT and mentor. The PDP must be aligned with the job requirements as well as professional bodies' requirements – ECSA, SACNSP, and PLATO.**
- 5. The mentor will provide the GT with a logbook which will serve as a Portfolio of Evidence (PoE) to the professional body. The logbook contains a detailed development program for the GT.**
- 6. Extracts of updated logbooks must be forwarded to the stream leader regularly:**
  - a) Engineering – quarterly
  - b) Technical – quarterly
  - c) Scientific – bi-monthly
- 7. GT's will be assessed professionally for competency after a period:**
  - a. Engineering – 18 months to 2 years
  - b. Technical – 18 months to 2 years
  - c. Scientific – 6 months to a year
- 8. Competent GT's are now ready to be translated to line function:**
  - a. Driver's license compulsory
  - b. Registered as a candidate
- 9. Not yet competent GT's:**
  - a. Further exposure in the component not found competent yet:

- i. Re-assessment after additional exposure; or
- b. Re-location to another work place; or
- c. Termination of the contract prior to the indicated contract period due to poor performance or conduct; or
- d. Termination of the contract on the date of expiry:
  - i. The GT will be availed to the sector.

**10. Line function will seek approval for the creation of additional posts on their establishment:**

- a. Vacant OSD / non-OSD posts must be funded
- b. Engineering and technical fraternity will be carried against OSD posts
- c. Scientific fraternity posts may also be carried against OSD posts
- d. Where applicable, scientific fraternity can also be carried against non-OSD posts

**11. On approval of the submission, it will be forwarded to HR to implement establishment on PERSAL.**

**12. Contracts with the LA will be terminated and new contracts will be signed with line function as follows:**

- a. Line function will sign a contract for a period that equals the contract period spent with the LA subtracted from the original indicated contract period:
- b. Example (Engineering):
  - i. GT signs 5 year contract with LA
  - ii. GT assessed as competent after 18 months – GT to be translated to line function as candidate
  - iii. Candidate signs contract with line function for 42 months
  - iv. Both contracts must not exceed the original contract of 5 years

**13. LA still ensures compliance of the development program in accordance with professional body requirements and is involved with assessments and moderation of candidates.**

**14. Candidate applies for professional registration as:**

- a. Professional engineer; or
- b. Professional engineering technician; or
- c. Professional surveyor; or
- d. Professional scientist.

**15. Successful applicants may apply for permanent posts through normal recruitment and selection processes.**

**16. Unsuccessful applicants will exit the Department.**