



water affairs

Department:
Water Affairs
REPUBLIC OF SOUTH AFRICA

LEARNING ACADEMY

GRADUATE TRAINEE (GT)

LOGBOOK

QUALIFICATION

ND: Civil Engineering

INITIALS AND SURNAME

J. SOAP

YEAR OF COMMENCEMENT

2012

PERSAL NUMBER

XXXXXXXXXX

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SECTION 1

DEFINITIONS, GENERAL INFORMATION AND ROLES AND RESPONSIBILITIES

1. DEFINITIONS

<u>TERM</u>	<u>DEFINITION</u>
Learning academy	A departmental institution initiated and supported by government to address development of skills in the various disciplines
Professional bodies	A structured body controlling the competence of a candidate member in the respective field of qualification in accordance with the relevant legislation and applicable requirements
Director: WLA	The head of the Learning Academy ensuring compliance of training and workplace exposure of Graduate Trainees with professional body requirements
Project Coordinator	A person facilitating, co-ordinating and supporting all Learning Academy activities
Stream leader	A person facilitating and co-ordinating the management of mentors
Mentor	A person overseeing the training and workplace exposure of the Graduate Trainee
Supervisor	A person undertaking daily supervision and training in accordance with a structured training program
Graduate Trainee	A candidate undertaking relevant training and workplace exposure with the intention of registering as a professional with the relevant professional body when applicable
Structured training program	A time bound program designed by professionals complying with professional body requirements and standards

2. GENERAL INFORMATION

The Graduate Trainee is contractually appointed for a maximum duration of **5 years** to undertake a structured training program in order to obtain professional status.

A stream leader will be allocated by the Project Coordinator in the specific field of qualification.

A mentor, in addition to the supervisor, will be allocated to the Graduate Trainee by the stream leader for specific time frames on a rotational basis. The mentor will ensure implementation of the relevant structured training program. The mentor may in turn appoint a supervisor.

Proper **lines of communication** must be adhered to i.e.

- Graduate Trainee ⇔ Supervisor/ Mentor ⇔ Stream Leader ⇔ Project Coordinator ⇔ Director: WLA

3. ECSA POLICY STATEMENT R2/1C - ENGINEERING TECHNICIAN

- (a) **Professional Engineering Technicians** are people who recommend, control, administer and implement *known or novel technology* in an innovative manner in a discipline, sub-discipline or specialisation of engineering. They are registered in terms of Section 18(1)(a)(iv) of the Engineering Profession Act, 2000 (Act No 46 of 2000).
- (b) **Candidate Engineering Technicians** are people who have an *educational qualification recognised by Council* for the purpose of registration as a Candidate Engineering Technician. They are registered in terms of Section 18(1)(b)(iv) of the Act.

3.1. Significance of registration as a Professional Engineering Technician

The significance of registration as a Professional Engineering Technician is that:

- (a) It is a commitment to subscribe to the **standards** set by ECSA and to work within the ECSA Code of Conduct.
- (b) It is **proof of competency** in terms of the standards of a Professional Engineering Technician, measured by peers.

These features contribute to the protection of the public with respect to the work of a Professional Engineering Technician and lend confidence in appointing such a person to carry out engineering work.

3.2. Criteria for Registration

- (a) In the case of a person applying for registration as a **candidate** [engineering technician] has satisfied the relevant educational outcomes determined by the council for this purpose, by:
 - (i) *having **passed** accredited or recognised **examinations** at any educational institution offering educational programmes in engineering; and*
 - (ii) *having **passed** any **other examination** that may be determined by the council; or*
 - (iii) *presenting **evidence of prior learning** in engineering.*
- (b) In the case of a person applying for registration as a **professional** [engineering technician]:
 - (i) *has demonstrated his or her **competence** as measured against standards determined by the council for the relevant category of registration; and*
 - (ii) *has **passed any additional examinations** that may be determined by the council.*

3.3. Engineering Work for Candidate Engineering Technicians

Practical training should result in the Candidate Engineering Technician developing the *competence* required for *registration* as a Professional Engineering Technician. It *includes* but is not limited to an appropriate combination of:

- (a) Engineering work
- (b) Practical training courses or exercises
- (c) Theoretical courses and advanced studies

The training of Candidate Engineering Technicians enables them to implement *known and novel technology* in an innovative manner to complete engineering work. Practical training leads to autonomy and competence regarding evaluation, consultation and implementation of work. This enables individuals to take professional responsibility for work.

A Candidate Engineering Technician would normally complete the Practical Training phase upon registration as a Professional Engineering Technician.

3.4. Duration of Practical Training

The *minimum* duration of practical training is *three years*.

Council will consider experience and training prior to obtaining an educational qualification on merit when assessing competence.

3.5. Scope of Practical Training

In this document the scope of training is described in generic terms.

Practical training must include, but is not limited to, the following:

- (a) Application of known and novel technology. A variety of activities or functions to carry out engineering work within a specific discipline (e. g. civil),
- (b) There are a variety of activities or functions, which candidate engineering technicians may carry out in the execution of engineering work. These include:
 - (i) **Design & draughting, specifying, planning;**
 - (ii) Manufacturing, **construction, installation, calibration, commissioning, operating, monitoring;**
 - (iii) **Maintenance, modification,** development;
 - (iv) Operational management, **economics** and **resources management**

The number and ratio of activities carried out is determined by the discipline and the working environment.

- (c) Social, **economic, safety, health** and **environmental** issues within engineering practice.
- (d) Candidate engineering technicians need to develop their skills to **communicate** effectively, covering oral, written, drawn & electronic communication.
- (e) **Independent** work, **teamwork, supervision** and **management.**
- (f) Increasing **responsibility** and **accountability** for work.

Training must be developmental, building upon the knowledge and skill gained through the educational qualification. This is indicated through innovation in the application of technology, acquisition of knowledge through research, additional studies and continuing professional development, and increasing scope of work.

Candidate engineering technicians should also assist in facilitating of the education, training and development of others through **mentoring** and **coaching** of subordinates.

3.6. Level/Range of Training

In the setting up of a training program the following are considered appropriate:

- (a) Generally **defined** work packages (problems, projects, etc).
- (b) Work normally conducted in accordance with **standards, codes** and procedures. Work beyond these may be required and may be acceptable given that the candidate demonstrates sound judgement in this regard.
- (c) **Problem solving** requiring the use of fundamental principles, underlying techniques and calculations based on formulas.
- (d) **Increasing** responsibility and accountability for work and accepted by the Candidate Engineering Technician.
- (e) **Consultation** with relevant people when appropriate.
- (f) Tasks/project/activities undertaken become **larger** and **more complex**.
- (g) Compliance with **legislation**.
- (h) Compliance with the **Code of Conduct**.
- (i) **Evaluation** of work by the candidate, supervisor and or client.

3.7. Documentation for the Recording of Training

Documentation is part of the practical training process. As such it is understood that the Candidate Engineering Technician is responsible for preparing and keeping documentation that is necessary to manage the training process.

Portfolio of Learning

- (a) A portfolio of learning is an individual's record of knowledge and skills acquired during his or her career.
- (b) Council does not prescribe documentation for a training programme or that a portfolio is a compulsory part of practical training.
- (c) It is recommended that Candidate Engineering Technicians keep records of their training. An adequately compiled portfolio of learning, kept up to date with ones learning, contains the evidence necessary to submit an application for registration when the required standard is reached.

This makes the preparation of an application for registration far easier than it would be if evidence must be collected some years after the learning took place.

- (d) It is strongly recommended that Candidate Engineering Technicians include the following in their portfolios:
 - (i) Copies of training programmes and records of compliance with programmes
 - (ii) Records of achievements
 - (iii) Assessment results
 - (iv) Documentation from supervisors, coaches, assessors and mentors
 - (v) Examples or evidence of work done

In addition it is recommended that training and experience reports (as found in the application form for registration, available from ECSA – at www.ecsa.co.za) are completed and signed by supervisors when relevant sections of work (such as projects) are completed. This will save having to recreate reports and find individuals who can vouch for authenticity some time after the work has been completed.

4. ROLES AND RESPONSIBILITIES

4.1. Project Coordinator

The **Project Coordinator** is responsible for:

- Ensuring that a relevant structured training program is in place
- Compliance with the structured training program by the stream leader
- Compliance with the administrative functions of the stream leader
- Collating and consolidating Graduate Trainees' progress/ reports
- Feedback on training and administrative matters to the Programme Manager
- Quality control on the process.

4.2. Stream Leader

The **Stream Leader** is responsible for:

- The design and review of a relevant structured training program
- Provide the Mentor with a logbook for further distribution to the Graduate Trainee
- Compliance with the structured training program by the mentor
- Compliance with the administrative functions of the mentor
- Regular overall assessments on Graduate Trainees
- Coordinate quarterly probation reports
- Graduate Trainee interventions
- Graduate Trainee rotations
- Feedback on training and administrative matters to the Project Coordinator
- Quality control on structured training programs.

4.3. Mentor

The **Mentor** is responsible for:

- The implementation of a detailed structured training program, attached to time frames
- Provide the Graduate Trainee with a logbook and oversee the proper update thereof
- Compliance with the structured training program by the supervisor
- Assuring that the day-to-day supervision and training is carried out by the supervisor
- Providing guidance and encouragement other than 'day-to-day' supervision and training
- Ensuring that the Graduate Trainee receives fair opportunity to develop
- Acting as a role model
- Quarterly assessments on Graduate Trainees
- Quarterly probation reports
- Signing off of the quarterly technical reports

- Feedback on training and administrative matters to the Stream Leader.
- Being an ECSA Referee.

4.4. The Graduate Trainee (GT)

The **Graduate Trainee** is responsible for:

- Committed and dedicated undertaking of the structured training program;
- Displaying professionalism;
- Register with the professional body ECSA as a candidate;
- Acting responsibly in undertaking the structured training;
- Recording and updating daily activities;
- Updating the logbook;
- Submitting on a **quarterly basis** (*no later than **one month** after the relevant quarter*) :
 - Log of detailed exposure (extract of logbook);
 - Summary of workplace exposure (extract of logbook);
 - Evaluation (person & engineering);
 - Probation report;
 - Technical report (including feedback on courses attended);
 - ECSA status.

SECTION 2

<i>PERSONAL INFORMATION; SUMMARY OF WORKPLACE EXPOSURE, EVALUATION OF TRAINING & COMMENTS</i>
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PERSONAL INFORMATION

SURNAME	
FULL NAMES	
CALL NAME	
RACE	
GENDER	
PERSAL NUMBER	
DATE APPOINTED (as GRADUATE TRAINEE)	
IDENTITY NUMBER	
ECSA NUMBER & DATE OF REGISTRATION	
PHONE NUMBERS LANDLINE MOBILE EMAIL	
POSTAL ADDRESS	
HOME ADDRESS	
NEXT OF KIN: NAME CONTACT NUMBER	
WORKPLACE 1 & DATE	
WORKPLACE 2 & DATE	
WORKPLACE 3 & DATE	
WORKPLACE 4 & DATE	
WORKPLACE 5 & DATE	
WORKPLACE 6 & DATE	
WORKPLACE 7 & DATE	
WORKPLACE 8 & DATE	

SUMMARY OF WORKPLACE EXPOSURE

WORKPLACE & SHORT DESCRIPTION OF RESPONSIBILITY (Categorise from DETAILED LOG – section 3) Eg DRAWING OFFICE Pretoria: Editing drawings, Design drawings (outlet) De Hoop, Design WRM: Durban: Dam Safety inspections, Licence applications HYDRO: Boskop: Inspection of weirs, Installation of instrumentation		PERIOD OF ATTENDANCE (Day, Month & Year)		MONTHS Exposure	AVERAGE RESULT (%) (If applicable)
		FROM	TO		
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
TOTAL AMOUNT OF MONTHS					

EVALUATION YEAR 1: # 1: PERIOD: JAN – MAR 2012

Training and workplace exposure

Detail of workplace exposure with reference to the structured training program:

Summary of workplace exposure	Duration (weeks/months)

Evaluation must be conducted in accordance with the following guidelines and rating table:

1	Poor	< 40 %	2	Not Satisfactory	40 – 49 %
3	Satisfactory	50 – 59 %	4	Good	60 – 74 %
5	Excellent	75 – 100 %			

General behaviour

EVALUATION: PERSON	TICK THE RELEVANT BOX WITH AN X				
	Poor	Not-satisfactory	Satisfactory	Good	Excellent
1. Responsibility					
2. Independence					
3. Voluntary overtime service					
4. Attendance					
5. Professional Conduct					
6. Driving-force					
7. Planning					
8. Thoroughness & Exactness					
9. Purposefulness					
10. Leadership					
11. Enthusiasm					
12. Self-confidence					
13. Friendliness & Helpfulness					
14. Appearance & Dress					
15. Willingness to learn					

Workplace exposure

EVALUATION: ENGINEERING WORK		TICK THE RELEVANT BOX WITH AN X				
		Poor	Not satisfactory	Satisfactory	Good	Excellent
1.	APPLICATION OF THEORETICAL KNOWLEDGE					
2.	APPLICATION OF SKILLS					
3.	ORGANISATIONAL ABILITIES					
4.	LEVEL OF UNDERSTANDING					
5.	ACCURACY OF CALCULATIONS					
6.	PROBLEM SOLVING ABILITIES					
7.	PRODUCTIVITY					
8.	GROWTH					
9.	LEVEL OF RESPONSIBILITY AND ACCOUNTABILITY (as Technician)					
10.	OVERALL PERFORMANCE					
11.	OVERALL RATING (General behaviour & Workplace exposure)					

Comments**Mentor / Instructor:**

.....

Signature: Mentor / Instructor & Date

.....

Mentor's / Instructor's Surname & Rank & ECSA no.

.....

Noted signature Graduate Trainee & Date

.....

Graduate Trainee's Surname & ECSA no.

EVALUATION YEAR 1: # 2: PERIOD: APR – JUN 2012

Training and workplace exposure

Detail of workplace exposure with reference to the structured training program:

Summary of workplace exposure	Duration (weeks/months)

Evaluation must be conducted in accordance with the following guidelines and rating table:

1	Poor	< 40 %	2	Not Satisfactory	40 – 49 %
3	Satisfactory	50 – 59 %	4	Good	60 – 74 %
5	Excellent	75 – 100 %			

General behaviour

EVALUATION: PERSON	TICK THE RELEVANT BOX WITH AN X				
	Poor	Not-satisfactory	Satisfactory	Good	Excellent
1. Responsibility					
2. Independence					
3. Voluntary overtime service					
4. Attendance					
5. Professional Conduct					
6. Driving-force					
7. Planning					
8. Thoroughness & Exactness					
9. Purposefulness					
10. Leadership					
11. Enthusiasm					
12. Self-confidence					
13. Friendliness & Helpfulness					
14. Appearance & Dress					
15. Willingness to learn					

Workplace exposure

EVALUATION: ENGINEERING WORK		TICK THE RELEVANT BOX WITH AN X				
		Poor	Not satisfactory	Satisfactory	Good	Excellent
1. APPLICATION OF THEORETICAL KNOWLEDGE						
2. APPLICATION OF SKILLS						
3. ORGANISATIONAL ABILITIES						
4. LEVEL OF UNDERSTANDING						
5. ACCURACY OF CALCULATIONS						
6. PROBLEM SOLVING ABILITIES						
7. PRODUCTIVITY						
8. GROWTH						
9. LEVEL OF RESPONSIBILITY AND ACCOUNTABILITY (as Technician)						
10. OVERALL PERFORMANCE						
11. OVERALL RATING (General behaviour & Workplace exposure)						

Comments**Mentor / Instructor:**

.....

Signature: Mentor / Instructor & Date

.....

Mentor's / Instructor's Surname & Rank & ECSA no.

.....

Noted signature Graduate Trainee & Date

.....

Graduate Trainee's Surname & ECSA no.

EVALUATION YEAR 1: # 3: PERIOD: JUL – SEP 2012

Training and workplace exposure

Detail of workplace exposure with reference to the structured training program:

Summary of workplace exposure	Duration (weeks/months)

Evaluation must be conducted in accordance with the following guidelines and rating table:

1	Poor	< 40 %	2	Not Satisfactory	40 – 49 %
3	Satisfactory	50 – 59 %	4	Good	60 – 74 %
5	Excellent	75 – 100 %			

General behaviour

EVALUATION: PERSON	TICK THE RELEVANT BOX WITH AN X				
	Poor	Not-satisfactory	Satisfactory	Good	Excellent
1. Responsibility					
2. Independence					
3. Voluntary overtime service					
4. Attendance					
5. Professional Conduct					
6. Driving-force					
7. Planning					
8. Thoroughness & Exactness					
9. Purposefulness					
10. Leadership					
11. Enthusiasm					
12. Self-confidence					
13. Friendliness & Helpfulness					
14. Appearance & Dress					
15. Willingness to learn					

Workplace exposure

EVALUATION: ENGINEERING WORK		TICK THE RELEVANT BOX WITH AN X				
		Poor	Not satisfactory	Satisfactory	Good	Excellent
1. APPLICATION OF THEORETICAL KNOWLEDGE						
2. APPLICATION OF SKILLS						
3. ORGANISATIONAL ABILITIES						
4. LEVEL OF UNDERSTANDING						
5. ACCURACY OF CALCULATIONS						
6. PROBLEM SOLVING ABILITIES						
7. PRODUCTIVITY						
8. GROWTH						
9. LEVEL OF RESPONSIBILITY AND ACCOUNTABILITY (as Technician)						
10. OVERALL PERFORMANCE						
11. OVERALL RATING (General behaviour & Workplace exposure)						

Comments**Mentor / Instructor:**

.....
Signature: Mentor / Instructor & Date

.....
Mentor's / Instructor's Surname & Rank & ECSA no.

.....
Noted signature Graduate Trainee & Date

.....
Graduate Trainee's Surname & ECSA no.

EVALUATION YEAR 1: # 4: PERIOD: OCT – DEC 2012

Training and workplace exposure

Detail of workplace exposure with reference to the structured training program:

Summary of workplace exposure	Duration (weeks/months)

Evaluation must be conducted in accordance with the following guidelines and rating table:

1	Poor	< 40 %	2	Not Satisfactory	40 – 49 %
3	Satisfactory	50 – 59 %	4	Good	60 – 74 %
5	Excellent	75 – 100 %			

General behaviour

EVALUATION: PERSON	TICK THE RELEVANT BOX WITH AN X				
	Poor	Not-satisfactory	Satisfactory	Good	Excellent
1. Responsibility					
2. Independence					
3. Voluntary overtime service					
4. Attendance					
5. Professional Conduct					
6. Driving-force					
7. Planning					
8. Thoroughness & Exactness					
9. Purposefulness					
10. Leadership					
11. Enthusiasm					
12. Self-confidence					
13. Friendliness & Helpfulness					
14. Appearance & Dress					
15. Willingness to learn					

Workplace exposure

EVALUATION: ENGINEERING WORK		TICK THE RELEVANT BOX WITH AN X				
		Poor	Not satisfactory	Satisfactory	Good	Excellent
1.	APPLICATION OF THEORETICAL KNOWLEDGE					
2.	APPLICATION OF SKILLS					
3.	ORGANISATIONAL ABILITIES					
4.	LEVEL OF UNDERSTANDING					
5.	ACCURACY OF CALCULATIONS					
6.	PROBLEM SOLVING ABILITIES					
7.	PRODUCTIVITY					
8.	GROWTH					
9.	LEVEL OF RESPONSIBILITY AND ACCOUNTABILITY (as Technician)					
10.	OVERALL PERFORMANCE					
11.	OVERALL RATING (General behaviour & Workplace exposure)					

Comments**Mentor / Instructor:**

.....

Signature: Mentor / Instructor & Date

.....

Mentor's / Instructor's Surname & Rank & ECSA no.

.....

Noted signature Graduate Trainee & Date

.....

Graduate Trainee's Surname & ECSA no.

EVALUATION YEAR 2: # 5: PERIOD: JAN– MAR 2013

Training and workplace exposure

Detail of workplace exposure with reference to the structured training program:

Summary of workplace exposure	Duration (weeks/months)

Evaluation must be conducted in accordance with the following guidelines and rating table:

1	Poor	< 40 %	2	Not Satisfactory	40 – 49 %
3	Satisfactory	50 – 59 %	4	Good	60 – 74 %
5	Excellent	75 – 100 %			

General behaviour

EVALUATION: PERSON	TICK THE RELEVANT BOX WITH AN X				
	Poor	Not-satisfactory	Satisfactory	Good	Excellent
1. Responsibility					
2. Independence					
3. Voluntary overtime service					
4. Attendance					
5. Professional Conduct					
6. Driving-force					
7. Planning					
8. Thoroughness & Exactness					
9. Purposefulness					
10. Leadership					
11. Enthusiasm					
12. Self-confidence					
13. Friendliness & Helpfulness					
14. Appearance & Dress					
15. Willingness to learn					

Workplace exposure

EVALUATION: ENGINEERING WORK		TICK THE RELEVANT BOX WITH AN X				
		Poor	Not satisfactory	Satisfactory	Good	Excellent
1.	APPLICATION OF THEORETICAL KNOWLEDGE					
2.	APPLICATION OF SKILLS					
3.	ORGANISATIONAL ABILITIES					
4.	LEVEL OF UNDERSTANDING					
5.	ACCURACY OF CALCULATIONS					
6.	PROBLEM SOLVING ABILITIES					
7.	PRODUCTIVITY					
8.	GROWTH					
9.	LEVEL OF RESPONSIBILITY AND ACCOUNTABILITY (as Technician)					
10.	OVERALL PERFORMANCE					
11.	OVERALL RATING (General behaviour & Workplace exposure)					

Comments**Mentor / Instructor:**

.....
Signature: Mentor / Instructor & Date

.....
Mentor's / Instructor's Surname & Rank & ECSA no.

.....
Noted signature Graduate Trainee & Date

.....
Graduate Trainee's Surname & ECSA no.

EVALUATION YEAR 2: # 6: PERIOD: APR – JUN 2013

Training and workplace exposure

Detail of workplace exposure with reference to the structured training program:

Summary of workplace exposure	Duration (weeks/months)

Evaluation must be conducted in accordance with the following guidelines and rating table:

1	Poor	< 40 %	2	Not Satisfactory	40 – 49 %
3	Satisfactory	50 – 59 %	4	Good	60 – 74 %
5	Excellent	75 – 100 %			

General behaviour

EVALUATION: PERSON	TICK THE RELEVANT BOX WITH AN X				
	Poor	Not-satisfactory	Satisfactory	Good	Excellent
1. Responsibility					
2. Independence					
3. Voluntary overtime service					
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5. Professional Conduct					
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9. Purposefulness					
10. Leadership					
11. Enthusiasm					
12. Self-confidence					
13. Friendliness & Helpfulness					
14. Appearance & Dress					
15. Willingness to learn					

Workplace exposure

EVALUATION: ENGINEERING WORK		TICK THE RELEVANT BOX WITH AN X				
		Poor	Not satisfactory	Satisfactory	Good	Excellent
1. APPLICATION OF THEORETICAL KNOWLEDGE						
2. APPLICATION OF SKILLS						
3. ORGANISATIONAL ABILITIES						
4. LEVEL OF UNDERSTANDING						
5. ACCURACY OF CALCULATIONS						
6. PROBLEM SOLVING ABILITIES						
7. PRODUCTIVITY						
8. GROWTH						
9. LEVEL OF RESPONSIBILITY AND ACCOUNTABILITY (as Technician)						
10. OVERALL PERFORMANCE						
11. OVERALL RATING (General behaviour & Workplace exposure)						

Comments**Mentor / Instructor:**

.....

Signature: Mentor / Instructor & Date

.....

Mentor's / Instructor's Surname & Rank & ECSA no.

.....

Noted signature Graduate Trainee & Date

.....

Graduate Trainee's Surname & ECSA no.

EVALUATION YEAR 2: # 7: PERIOD: JUL – SEP 2013

Training and workplace exposure

Detail of workplace exposure with reference to the structured training program:

Summary of workplace exposure	Duration (weeks/months)

Evaluation must be conducted in accordance with the following guidelines and rating table:

1	Poor	< 40 %	2	Not Satisfactory	40 – 49 %
3	Satisfactory	50 – 59 %	4	Good	60 – 74 %
5	Excellent	75 – 100 %			

General behaviour

EVALUATION: PERSON	TICK THE RELEVANT BOX WITH AN X				
	Poor	Not-satisfactory	Satisfactory	Good	Excellent
1. Responsibility					
2. Independence					
3. Voluntary overtime service					
4. Attendance					
5. Professional Conduct					
6. Driving-force					
7. Planning					
8. Thoroughness & Exactness					
9. Purposefulness					
10. Leadership					
11. Enthusiasm					
12. Self-confidence					
13. Friendliness & Helpfulness					
14. Appearance & Dress					
15. Willingness to learn					

Workplace exposure

EVALUATION: ENGINEERING WORK		TICK THE RELEVANT BOX WITH AN X				
		Poor	Not satisfactory	Satisfactory	Good	Excellent
1.	APPLICATION OF THEORETICAL KNOWLEDGE					
2.	APPLICATION OF SKILLS					
3.	ORGANISATIONAL ABILITIES					
4.	LEVEL OF UNDERSTANDING					
5.	ACCURACY OF CALCULATIONS					
6.	PROBLEM SOLVING ABILITIES					
7.	PRODUCTIVITY					
8.	GROWTH					
9.	LEVEL OF RESPONSIBILITY AND ACCOUNTABILITY (as Technician)					
10.	OVERALL PERFORMANCE					
11.	OVERALL RATING (General behaviour & Workplace exposure)					

Comments**Mentor / Instructor:**

.....
Signature: Mentor / Instructor & Date

.....
Mentor's / Instructor's Surname & Rank & ECSA no.

.....
Noted signature Graduate Trainee & Date

.....
Graduate Trainee's Surname & ECSA no.

EVALUATION YEAR 2: # 8: PERIOD: OCT – DEC 2013

Training and workplace exposure

Detail of workplace exposure with reference to the structured training program:

Summary of workplace exposure	Duration (weeks/months)

Evaluation must be conducted in accordance with the following guidelines and rating table:

1	Poor	< 40 %	2	Not Satisfactory	40 – 49 %
3	Satisfactory	50 – 59 %	4	Good	60 – 74 %
5	Excellent	75 – 100 %			

General behaviour

EVALUATION: PERSON	TICK THE RELEVANT BOX WITH AN X				
	Poor	Not-satisfactory	Satisfactory	Good	Excellent
1. Responsibility					
2. Independence					
3. Voluntary overtime service					
4. Attendance					
5. Professional Conduct					
6. Driving-force					
7. Planning					
8. Thoroughness & Exactness					
9. Purposefulness					
10. Leadership					
11. Enthusiasm					
12. Self-confidence					
13. Friendliness & Helpfulness					
14. Appearance & Dress					
15. Willingness to learn					

Workplace exposure

EVALUATION: ENGINEERING WORK		TICK THE RELEVANT BOX WITH AN X				
		Poor	Not satisfactory	Satisfactory	Good	Excellent
1.	APPLICATION OF THEORETICAL KNOWLEDGE					
2.	APPLICATION OF SKILLS					
3.	ORGANISATIONAL ABILITIES					
4.	LEVEL OF UNDERSTANDING					
5.	ACCURACY OF CALCULATIONS					
6.	PROBLEM SOLVING ABILITIES					
7.	PRODUCTIVITY					
8.	GROWTH					
9.	LEVEL OF RESPONSIBILITY AND ACCOUNTABILITY (as Technician)					
10.	OVERALL PERFORMANCE					
11.	OVERALL RATING (General behaviour & Workplace exposure)					

Comments**Mentor / Instructor:**

.....

Signature: Mentor / Instructor & Date

.....

Mentor's / Instructor's Surname & Rank & ECSA no.

.....

Noted signature Graduate Trainee & Date

.....

Graduate Trainee's Surname & ECSA no.

EVALUATION YEAR 3: # 9: PERIOD: JAN – MAR 2014

Training and workplace exposure

Detail of workplace exposure with reference to the structured training program:

Summary of workplace exposure	Duration (weeks/months)

Evaluation must be conducted in accordance with the following guidelines and rating table:

1	Poor	< 40 %	2	Not Satisfactory	40 – 49 %
3	Satisfactory	50 – 59 %	4	Good	60 – 74 %
5	Excellent	75 – 100 %			

General behaviour

EVALUATION: PERSON	TICK THE RELEVANT BOX WITH AN X				
	Poor	Not-satisfactory	Satisfactory	Good	Excellent
1. Responsibility					
2. Independence					
3. Voluntary overtime service					
4. Attendance					
5. Professional Conduct					
6. Driving-force					
7. Planning					
8. Thoroughness & Exactness					
9. Purposefulness					
10. Leadership					
11. Enthusiasm					
12. Self-confidence					
13. Friendliness & Helpfulness					
14. Appearance & Dress					
15. Willingness to learn					

Workplace exposure

EVALUATION: ENGINEERING WORK		TICK THE RELEVANT BOX WITH AN X				
		Poor	Not satisfactory	Satisfactory	Good	Excellent
1. APPLICATION OF THEORETICAL KNOWLEDGE						
2. APPLICATION OF SKILLS						
3. ORGANISATIONAL ABILITIES						
4. LEVEL OF UNDERSTANDING						
5. ACCURACY OF CALCULATIONS						
6. PROBLEM SOLVING ABILITIES						
7. PRODUCTIVITY						
8. GROWTH						
9. LEVEL OF RESPONSIBILITY AND ACCOUNTABILITY (as Technician)						
10. OVERALL PERFORMANCE						
11. OVERALL RATING (General behaviour & Workplace exposure)						

Comments**Mentor / Instructor:**

.....
Signature: Mentor / Instructor & Date

.....
Mentor's / Instructor's Surname & Rank & ECSA no.

.....
Noted signature Graduate Trainee & Date

.....
Graduate Trainee's Surname & ECSA no.

EVALUATION YEAR 3: # 10: PERIOD: APR – JUN 2014

Training and workplace exposure

Detail of workplace exposure with reference to the structured training program:

Summary of workplace exposure	Duration (weeks/months)

Evaluation must be conducted in accordance with the following guidelines and rating table:

1	Poor	< 40 %	2	Not Satisfactory	40 – 49 %
3	Satisfactory	50 – 59 %	4	Good	60 – 74 %
5	Excellent	75 – 100 %			

General behaviour

EVALUATION: PERSON	TICK THE RELEVANT BOX WITH AN X				
	Poor	Not-satisfactory	Satisfactory	Good	Excellent
1. Responsibility					
2. Independence					
3. Voluntary overtime service					
4. Attendance					
5. Professional Conduct					
6. Driving-force					
7. Planning					
8. Thoroughness & Exactness					
9. Purposefulness					
10. Leadership					
11. Enthusiasm					
12. Self-confidence					
13. Friendliness & Helpfulness					
14. Appearance & Dress					
15. Willingness to learn					

Workplace exposure

EVALUATION: ENGINEERING WORK		TICK THE RELEVANT BOX WITH AN X				
		Poor	Not satisfactory	Satisfactory	Good	Excellent
1.	APPLICATION OF THEORETICAL KNOWLEDGE					
2.	APPLICATION OF SKILLS					
3.	ORGANISATIONAL ABILITIES					
4.	LEVEL OF UNDERSTANDING					
5.	ACCURACY OF CALCULATIONS					
6.	PROBLEM SOLVING ABILITIES					
7.	PRODUCTIVITY					
8.	GROWTH					
9.	LEVEL OF RESPONSIBILITY AND ACCOUNTABILITY (as Technician)					
10.	OVERALL PERFORMANCE					
11.	OVERALL RATING (General behaviour & Workplace exposure)					

Comments**Mentor / Instructor:**

.....

Signature: Mentor / Instructor & Date

.....

Mentor's / Instructor's Surname & Rank & ECSA no.

.....

Noted signature Graduate Trainee & Date

.....

Graduate Trainee's Surname & ECSA no.

EVALUATION YEAR 3: # 11: PERIOD: JUL – SEP 2014

Training and workplace exposure

Detail of workplace exposure with reference to the structured training program:

Summary of workplace exposure	Duration (weeks/months)

Evaluation must be conducted in accordance with the following guidelines and rating table:

1	Poor	< 40 %	2	Not Satisfactory	40 – 49 %
3	Satisfactory	50 – 59 %	4	Good	60 – 74 %
5	Excellent	75 – 100 %			

General behaviour

EVALUATION: PERSON	TICK THE RELEVANT BOX WITH AN X				
	Poor	Not-satisfactory	Satisfactory	Good	Excellent
1. Responsibility					
2. Independence					
3. Voluntary overtime service					
4. Attendance					
5. Professional Conduct					
6. Driving-force					
7. Planning					
8. Thoroughness & Exactness					
9. Purposefulness					
10. Leadership					
11. Enthusiasm					
12. Self-confidence					
13. Friendliness & Helpfulness					
14. Appearance & Dress					
15. Willingness to learn					

Workplace exposure

EVALUATION: ENGINEERING WORK		TICK THE RELEVANT BOX WITH AN X				
		Poor	Not satisfactory	Satisfactory	Good	Excellent
1. APPLICATION OF THEORETICAL KNOWLEDGE						
2. APPLICATION OF SKILLS						
3. ORGANISATIONAL ABILITIES						
4. LEVEL OF UNDERSTANDING						
5. ACCURACY OF CALCULATIONS						
6. PROBLEM SOLVING ABILITIES						
7. PRODUCTIVITY						
8. GROWTH						
9. LEVEL OF RESPONSIBILITY AND ACCOUNTABILITY (as Technician)						
10. OVERALL PERFORMANCE						
11. OVERALL RATING (General behaviour & Workplace exposure)						

Comments**Mentor / Instructor:**

.....
Signature: Mentor / Instructor & Date

.....
Mentor's / Instructor's Surname & Rank & ECSA no.

.....
Noted signature Graduate Trainee & Date

.....
Graduate Trainee's Surname & ECSA no.

EVALUATION YEAR 3: # 12: PERIOD: OCT – DEC 2014

Training and workplace exposure

Detail of workplace exposure with reference to the structured training program:

Summary of workplace exposure	Duration (weeks/months)

Evaluation must be conducted in accordance with the following guidelines and rating table:

1	Poor	< 40 %	2	Not Satisfactory	40 – 49 %
3	Satisfactory	50 – 59 %	4	Good	60 – 74 %
5	Excellent	75 – 100 %			

General behaviour

EVALUATION: PERSON	TICK THE RELEVANT BOX WITH AN X				
	Poor	Not-satisfactory	Satisfactory	Good	Excellent
1. Responsibility					
2. Independence					
3. Voluntary overtime service					
4. Attendance					
5. Professional Conduct					
6. Driving-force					
7. Planning					
8. Thoroughness & Exactness					
9. Purposefulness					
10. Leadership					
11. Enthusiasm					
12. Self-confidence					
13. Friendliness & Helpfulness					
14. Appearance & Dress					
15. Willingness to learn					

Workplace exposure

EVALUATION: ENGINEERING WORK		TICK THE RELEVANT BOX WITH AN X				
		Poor	Not satisfactory	Satisfactory	Good	Excellent
1. APPLICATION OF THEORETICAL KNOWLEDGE						
2. APPLICATION OF SKILLS						
3. ORGANISATIONAL ABILITIES						
4. LEVEL OF UNDERSTANDING						
5. ACCURACY OF CALCULATIONS						
6. PROBLEM SOLVING ABILITIES						
7. PRODUCTIVITY						
8. GROWTH						
9. LEVEL OF RESPONSIBILITY AND ACCOUNTABILITY (as Technician)						
10. OVERALL PERFORMANCE						
11. OVERALL RATING (General behaviour & Workplace exposure)						

Comments**Mentor / Instructor:**

.....
Signature: Mentor / Instructor & Date

.....
Mentor's / Instructor's Surname & Rank & ECSA no.

.....
Noted signature Graduate Trainee & Date

.....
Graduate Trainee's Surname & ECSA no.

EVALUATION YEAR 4: # 13: PERIOD: JAN – MAR 2015

Training and workplace exposure

Detail of workplace exposure with reference to the structured training program:

Summary of workplace exposure	Duration (weeks/months)

Evaluation must be conducted in accordance with the following guidelines and rating table:

1	Poor	< 40 %	2	Not Satisfactory	40 – 49 %
3	Satisfactory	50 – 59 %	4	Good	60 – 74 %
5	Excellent	75 – 100 %			

General behaviour

EVALUATION: PERSON	TICK THE RELEVANT BOX WITH AN X				
	Poor	Not-satisfactory	Satisfactory	Good	Excellent
1. Responsibility					
2. Independence					
3. Voluntary overtime service					
4. Attendance					
5. Professional Conduct					
6. Driving-force					
7. Planning					
8. Thoroughness & Exactness					
9. Purposefulness					
10. Leadership					
11. Enthusiasm					
12. Self-confidence					
13. Friendliness & Helpfulness					
14. Appearance & Dress					
15. Willingness to learn					

Workplace exposure

EVALUATION: ENGINEERING WORK		TICK THE RELEVANT BOX WITH AN X				
		Poor	Not satisfactory	Satisfactory	Good	Excellent
1. APPLICATION OF THEORETICAL KNOWLEDGE						
2. APPLICATION OF SKILLS						
3. ORGANISATIONAL ABILITIES						
4. LEVEL OF UNDERSTANDING						
5. ACCURACY OF CALCULATIONS						
6. PROBLEM SOLVING ABILITIES						
7. PRODUCTIVITY						
8. GROWTH						
9. LEVEL OF RESPONSIBILITY AND ACCOUNTABILITY (as Technician)						
10. OVERALL PERFORMANCE						
11. OVERALL RATING (General behaviour & Workplace exposure)						

Comments**Mentor / Instructor:**

.....
Signature: Mentor / Instructor & Date

.....
Mentor's / Instructor's Surname & Rank & ECSA no.

.....
Noted signature Graduate Trainee & Date

.....
Graduate Trainee's Surname & ECSA no.

EVALUATION YEAR 4: # 14: PERIOD: APR – JUN 2015

Training and workplace exposure

Detail of workplace exposure with reference to the structured training program:

Summary of workplace exposure	Duration (weeks/months)

Evaluation must be conducted in accordance with the following guidelines and rating table:

1	Poor	< 40 %	2	Not Satisfactory	40 – 49 %
3	Satisfactory	50 – 59 %	4	Good	60 – 74 %
5	Excellent	75 – 100 %			

General behaviour

EVALUATION: PERSON	TICK THE RELEVANT BOX WITH AN X				
	Poor	Not-satisfactory	Satisfactory	Good	Excellent
1. Responsibility					
2. Independence					
3. Voluntary overtime service					
4. Attendance					
5. Professional Conduct					
6. Driving-force					
7. Planning					
8. Thoroughness & Exactness					
9. Purposefulness					
10. Leadership					
11. Enthusiasm					
12. Self-confidence					
13. Friendliness & Helpfulness					
14. Appearance & Dress					
15. Willingness to learn					

Workplace exposure

EVALUATION: ENGINEERING WORK		TICK THE RELEVANT BOX WITH AN X				
		Poor	Not satisfactory	Satisfactory	Good	Excellent
1. APPLICATION OF THEORETICAL KNOWLEDGE						
2. APPLICATION OF SKILLS						
3. ORGANISATIONAL ABILITIES						
4. LEVEL OF UNDERSTANDING						
5. ACCURACY OF CALCULATIONS						
6. PROBLEM SOLVING ABILITIES						
7. PRODUCTIVITY						
8. GROWTH						
9. LEVEL OF RESPONSIBILITY AND ACCOUNTABILITY (as Technician)						
10. OVERALL PERFORMANCE						
11. OVERALL RATING (General behaviour & Workplace exposure)						

Comments**Mentor / Instructor:**

.....
Signature: Mentor / Instructor & Date

.....
Mentor's / Instructor's Surname & Rank & ECSA no.

.....
Noted signature Graduate Trainee & Date

.....
Graduate Trainee's Surname & ECSA no.

EVALUATION YEAR 4: # 15: PERIOD: JUL – SEP 2015**Training and workplace exposure**

Detail of workplace exposure with reference to the structured training program:

Summary of workplace exposure	Duration (weeks/months)

Evaluation must be conducted in accordance with the following guidelines and rating table:

1	Poor	< 40 %	2	Not Satisfactory	40 – 49 %
3	Satisfactory	50 – 59 %	4	Good	60 – 74 %
5	Excellent	75 – 100 %			

General behaviour

EVALUATION: PERSON	TICK THE RELEVANT BOX WITH AN X				
	Poor	Not-satisfactory	Satisfactory	Good	Excellent
1. Responsibility					
2. Independence					
3. Voluntary overtime service					
4. Attendance					
5. Professional Conduct					
6. Driving-force					
7. Planning					
8. Thoroughness & Exactness					
9. Purposefulness					
10. Leadership					
11. Enthusiasm					
12. Self-confidence					
13. Friendliness & Helpfulness					
14. Appearance & Dress					
15. Willingness to learn					

Workplace exposure

EVALUATION: ENGINEERING WORK		TICK THE RELEVANT BOX WITH AN X				
		Poor	Not satisfactory	Satisfactory	Good	Excellent
1. APPLICATION OF THEORETICAL KNOWLEDGE						
2. APPLICATION OF SKILLS						
3. ORGANISATIONAL ABILITIES						
4. LEVEL OF UNDERSTANDING						
5. ACCURACY OF CALCULATIONS						
6. PROBLEM SOLVING ABILITIES						
7. PRODUCTIVITY						
8. GROWTH						
9. LEVEL OF RESPONSIBILITY AND ACCOUNTABILITY (as Technician)						
10. OVERALL PERFORMANCE						
11. OVERALL RATING (General behaviour & Workplace exposure)						

Comments**Mentor / Instructor:**

.....
Signature: Mentor / Instructor & Date.....
Mentor's / Instructor's Surname & Rank & ECSA no......
Noted signature Graduate Trainee & Date.....
Graduate Trainee's Surname & ECSA no.

LOGBOOK OF xxxxxx Commencement date: JAN 2012
EVALUATION YEAR 4: # 16: PERIOD: OCT – DEC 2015

Training and workplace exposure

Detail of workplace exposure with reference to the structured training program:

Summary of workplace exposure	Duration (weeks/months)

Evaluation must be conducted in accordance with the following guidelines and rating table:

1	Poor	< 40 %	2	Not Satisfactory	40 – 49 %
3	Satisfactory	50 – 59 %	4	Good	60 – 74 %
5	Excellent	75 – 100 %			

General behaviour

EVALUATION: PERSON	TICK THE RELEVANT BOX WITH AN X				
	Poor	Not-satisfactory	Satisfactory	Good	Excellent
1. Responsibility					
2. Independence					
3. Voluntary overtime service					
4. Attendance					
5. Professional Conduct					
6. Driving-force					
7. Planning					
8. Thoroughness & Exactness					
9. Purposefulness					
10. Leadership					
11. Enthusiasm					
12. Self-confidence					
13. Friendliness & Helpfulness					
14. Appearance & Dress					
15. Willingness to learn					

Workplace exposure

EVALUATION: ENGINEERING WORK		TICK THE RELEVANT BOX WITH AN X				
		Poor	Not satisfactory	Satisfactory	Good	Excellent
1.	APPLICATION OF THEORETICAL KNOWLEDGE					
2.	APPLICATION OF SKILLS					
3.	ORGANISATIONAL ABILITIES					
4.	LEVEL OF UNDERSTANDING					
5.	ACCURACY OF CALCULATIONS					
6.	PROBLEM SOLVING ABILITIES					
7.	PRODUCTIVITY					
8.	GROWTH					
9.	LEVEL OF RESPONSIBILITY AND ACCOUNTABILITY (as Technician)					
10.	OVERALL PERFORMANCE					
11.	OVERALL RATING (General behaviour & Workplace exposure)					

Comments**Mentor / Instructor:**

.....
Signature: Mentor / Instructor & Date

.....
Mentor's / Instructor's Surname & Rank & ECSA no.

.....
Noted signature Graduate Trainee & Date

.....
Graduate Trainee's Surname & ECSA no.

SECTION 3

<i>DETAILED LOG OF EXPOSURE</i>
--



LEARNING ACADEMY

J. Soap (Surname, Initials)

Mr X. (Mentor)

xxxxxx Office(Placement)

[illegible]

SECTION 4

<i>PROBATION REPORTS</i>



water affairs

Department:
Water Affairs
REPUBLIC OF SOUTH AFRICA

**PROBATION ASSESSMENT INSTRUMENT FOR NON-SMS MEMBERS
LEVEL 1 - 12**

CONFIDENTIAL

Period under review:

Surname and initials:

Job title/Rank:

Remuneration level:

Persal no:

Component:

Date of appointment to current remuneration level:

Age

Designated group

African

☐

Coloured

☐

Male

☐

Disabled

☐

Indian

☐

White

☐

Female

☐

Probation

☐

Extended probation

☐

Permanent

☐

Contract

☐

PART 1 – PERFORMANCE APPRAISAL

Standard Rating Schedule for Key Performance Areas:

Term	Description
Level 5: Outstanding performance	Performance far exceeds the standard expected of a member at this level. The appraisal indicates that the member has achieved above fully effective results against all performance criteria and indicators as specified in the Work plan and maintained this in all areas of responsibility throughout the year.
Level 4: Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the member has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.
Level 3: Fully effective	Performance fully meets the standard expected in all areas of the job. The review/assessment indicates that the member has achieved fully effective results against all the performance criteria and indicators as specified in the Work plan.
Level 2: Performance not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the member has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the Work plan
Level 1: Unacceptable performance	Performance does not meet the standard expected for the job. The review/assessment indicates that the member has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the Work plan. The member has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.

2.1 Key Result Areas

[illegible]

Insert X in	Satisfactory	Unsatisfactory
-------------	--------------	----------------

Insert X in appropriate column	Satisfactory	Unsatisfactory	(xi) Is the officer in your view placed correctly? If not, what do you propose?
(i) Attendance		
(ii) Zeal		
(iii) Thoroughness		
(iv) Willingness to learn		
(v) Conduct			
(vi) Friendliness and helpfulness			(xii) Do you anticipate that the officer upon expiry of his/her probationary period will be suitable for a permanent appointment?
(vii) General progress		
(viii) Language proficiency measured against post requirements		
(ix) Sobriety			
(x) Appearance and dress			

(To be completed by Supervisor in consultation with the employee)

DATE: _____

PART 4 - CONFIRMATION/ EXTENSION/ TERMINATION OF PROBATION**EMPLOYEE'S COMMENTS:**

EMPLOYEE SIGNATURE: _____**SUPERVISOR COMMENTS:**

1. I recommend the confirmation of the probation of Mr/Mrs _____ in view of the member's diligence and as his/her conduct has been uniformly satisfactory.

OR

2. I recommend that the probation of Mr/Ms _____ be extended for a period of _____ months for the reasons/comments noted above.

OR

3. I recommend that _____ probation be terminated for the reasons/comments noted above.

Signature

Name

Date

SECTION 5

<i>DETAILED STRUCTURED TRAINING PROGRAM</i>
--

5.1. GENERAL

- ✓ *Computer skills (Word/ Excel/ Outlook/ PowerPoint)*
- ✓ *Customer Care*
- ✓ *Environmental Management*
- ✓ *Financial management*
- ✓ *Induction to DWA,*
- ✓ *Meeting procedures, Minutes & Agendas*
- ✓ *Mentorship*
- ✓ *Occupation, Health & Safety*
- ✓ *Planning of tasks*
- ✓ *Presentation skills*
- ✓ *Procurement of Goods & Services*
- ✓ *Management Principles*
- ✓ *Written communication:*
 - *Letters/ Memos*
 - *Reports*

SOFTSKILL TIMING MATRIX

	Year 1	Year 2	Year 3	Year 4
<i>Induction to DWA</i>	X			
<i>Computer skills</i>	X			
<i>Presentation skills</i>	X			
<i>Written communication</i>	X			
<i>Mentorship</i>	X			
<i>Procurement of Goods & Services</i>		X		
<i>Meeting procedures, Minutes & Agendas</i>		X		
<i>Management Principles</i>			X	
<i>Occupation, Health & Safety</i>			X	
<i>Customer Care</i>			X	
<i>Financial management</i>				X
<i>Environmental Management</i>				X

5.2. ENGINEERING SURVEYING

- ✓ *Introduction to Survey*
 - *Positioning*
 - *Co-ordinate systems*
 - *Datum Transformations*
- ✓ *Levelling and Construction Survey*
 - *Levelling*
 - *Setting out of a structure (Collimation and intermediate methods) with the help of a level and measuring tape*
 - *Measuring of longitudinal and cross sections using the reciprocating and concurrent techniques*
 - *Profile measuring*
- ✓ *EDM Traverse Heighting & Detail Survey*
 - *EDM Traversing*
 - *Theodolite or Tacheometer with EDM combination*
 - *Tacheometric Surveying*

5.3. CIVIL ENGINEERING DRAWING

BULK WATER INFRASTRUCTURE: CIVIL WORKS
DAMS (Outlet, Spillway, Aprons, Chambers, Walls, Concrete,
Earthworks)
CANALS
WEIRS
PIPELINES
RESERVOIRS

- ✓ *Computer Aided Draughting (CAD)*
- ✓ *Symbols & Abbreviations*
- ✓ *General drawing practice SABS*
- ✓ *DWAF Standards and applications*
- ✓ *Engineering Materials*
- ✓ *First angle Orthographic Projection*
- ✓ *Third angle Orthographic Projections*
- ✓ *Isometric Projections*
- ✓ *Elevations*
- ✓ *Types of sections and applications*
- ✓ *Planning, Compilation and Interpretation of drawings*
- ✓ *Use of maps on Civil Engineering projects*
- ✓ *Contour Interpretations*
- ✓ *Reinforcement detailing*
- ✓ *Structural Steelwork*
- ✓ *3D modelling*
- ✓ *As-build drawings*

5.4. CIVIL ENGINEERING DESIGN

BULK WATER INFRASTRUCTURE: CIVIL WORKS
DAMS (Outlet, Spillway, Aprons, Chambers, Walls, Concrete,
Earthworks)
CANALS
WEIRS
PIPELINES
RESERVOIRS

- ✓ *Structural design*
- ✓ *Hydraulic design*
- ✓ *Hydrology*
- ✓ *Bending schedules*
- ✓ *Stability*
- ✓ *Volume determination*
- ✓ *Bill of quantities*

5.5. CIVIL ENGINEERING CONSTRUCTION

BULK WATER INFRASTRUCTURE: CIVIL WORKS
DAMS
PIPELINES
RESERVOIRS
WATER TREATMENT PLANTS

- ✓ *Interpretation of drawings*
- ✓ *Setting out of structures*
- ✓ *Excavation Inspections; Setting out; Back filling*
- ✓ *Borrow pit investigation; Foundation stabilisation; Earth placing; Compaction; Quality control*
- ✓ *Material testing, Quality control,*
- ✓ *Shutter design; Setting out & Erecting*
- ✓ *Calculation of steel requirement; Design bending schedule; Fixing reinforcing.*
- ✓ *Concrete mixing plant; Foundation inspection; Placement; Compaction; Grouting; Pre-cast; Quality control*
- ✓ *Safety in the workplace; Application of the OHS act*
- ✓ *Programming of works*
- ✓ *Types of mechanical equipment; Running costs; Servicing and Repairs*
- ✓ *Cost calculation; Labour; Plant; Materials; Cycle times*
- ✓ *Quantity surveying; Bill of quantities*
- ✓ *Pipe laying; Bedding preparation; Testing*
- ✓ *General Administration; Procurement;*
- ✓ *Tendering*
- ✓ *Contract administration*

5.6. WATER RESOURCE MANAGEMENT

- ✓ **Dam Safety**
 - *Dam Safety Legislation*
 - *Registration & Classification of dams*
 - *Dam safety measurements/ inspections*
 - *Reasons for possible dam failures*
- ✓ **Water Resource Management**
 - *Legislation in terms of Water Act 54 1956 & National Water Act 36 of 1998*
 - *General Authorisations (In terms of 39 of the Act)*
 - *Determination of related areas/ volumes & capacities*
 - *Registration of Water Use in terms of National Water Act, 1998 (Act 36 of 1998)*
 - *Use of mapping in digital & hard copy format*
 - *Licensing of Water Use*
 - *Schedule One Use*
 - *Involvement of the establishment Water Users Association & Catchment Management Agencies*

5.7. HYDROLOGICAL AND GROUND WATER MONITORING SYSTEMS

- ✓ **Structured modular training**
 - *Introduction to Hydrology*
 - *Precipitation*
 - *Evaporation measuring in the RSA*
 - *Introduction to run-off*
 - *Stage measurement*
 - *River gauging structures*
 - *Calibration of gauging structures*
 - *Design of river gauging stations*
 - *Floods and the determination of flood peaks*
 - *Dams*
 - *Conventional current gauging*
 - *Processing of Data*
- ✓ **Flow measuring structures**
 - *Inspection*
 - *Identification of maintenance required*
 - *Survey of structures*
 - *Calibration of structures*
- ✓ **Flow instrumentation**
 - *Installation*
 - *Inspection*
 - *Maintenance*
 - *Problem identification/ analysis*
 - *Problem rectification*
- ✓ **Flow data**
 - *Data withdrawal from instrumentation*
 - *Data processing*
 - *Data evaluation*
 - *System network*
 - *Determination of river system water balances*

SECTION 6

<i>SUPPORTING DOCUMENTS</i>
