



**WATER INSTITUTE OF SOUTHERN AFRICA**  
*"Promoting professional excellence in the  
water sector"*



## Professional Process Controller Membership Information Sheet

### REFEREE REPORT

***Application for membership is to be completed and sent via email, fax or post.***

**Telephone:** +27 11 805 3537 **Fax:** +27 11 315 1258 **Email:** [training@wisa.org.za](mailto:training@wisa.org.za)

**Postal Address:** Att: Anita Pillay, PO Box 6011, Halfway House, 1685

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The referee reports are a necessary report for the applicant's application for registration as a Professional Process Controller. The aim is to convey to WISA, on a confidential basis, the personal knowledge which the referees have of the applicant and in the process to make a coherent evaluation of the applicant's capabilities.

It is necessary that the referees be able to clearly motivate their opinion in respect of the applicant's readiness for registration. The referees must, always consider the minimum registration requirements when completing the Referee Report.

The referees must carefully and truthfully evaluate the applicant's capabilities. An evaluation of the applicant's ethical and professional competence is also required.

WISA undertakes to protect the confidentiality of all the information received from the referees.

The referees must ensure that the declaration is completed and signed.

Please note that you require a minimum of two referees to verify your competency.

#### **AWARDING CRITERIA**

- WISA may award the designation of Professional Process Controller to any person that:
  - Is classified as a Class III and above Process Controller by the Department of Water Affairs;
  - Has a minimum academic qualification of NQF 3;
  - Has a minimum of 2 years post qualification work experience;
  - Has shown competence with regard to the following occupational tasks:
    - Operating and controlling chemical, biological and physical systems and associated plant for compliance with quality standards
    - Monitoring and testing for physical, chemical and biological properties
    - Performing all required administrative and procedural functions
    - Inspecting equipment, processes and operating conditions
- Two Referee Reports are required with regards to showing competence to the above mentioned tasks. Should the Referee Reports not provide enough information regarding the applicant's competency then a portfolio of evidence may be required and must be verified by the candidate's line manager and referees.

- With regards to the academic qualification and work experience WISA may take into consideration a lower academic qualification with more work experience all depending on the evidence provided.
- WISA will also take into consideration Recognition of Prior Learning, if all relevant proof is submitted with the application form.
- The successful candidate will be entitled to the Professional Designation of Professional Process Controller.