



## **AWARDING AND RETENTION OF PROFESSIONALLY REGISTERED PROCESS CONTROLLERS**

### **1. SCOPE**

- This procedure shall apply when suitable candidates have applied to WISA for professional registration.

### **2. PURPOSE**

- To ensure the fair and equal treatment of all candidates applying for professional registration.
- To ensure that all candidates are awarded professional registration with the use of the same criteria thereby eliminating bias.
- To ensure that all candidates have the same requirements in terms of the retention of their professional status.

### **3. RESPONSIBILITIES**

#### 3.1 The responsibilities of the Process Controller:

- To ensure that all documentation is provided to WISA with regards to their qualifications.
- To ensure that all evidence is provided with regards to the work experience.
- To ensure that all information submitted to WISA is accurate.
- To familiarise themselves with the Code of Conduct and procedures of WISA.

#### 3.2 The responsibilities of WISA:

- To ensure that an Awarding Committee is in place in order to go through the documentation and award the professional designation in an unbiased manner.
- To ensure that the candidates fulfil all the requirements for the awarding of the professional designation.
- To ensure that the professionally registered persons comply with the retention requirements stipulated in this document.
- To make available all information regarding the Code of Conduct and procedure for professionally registered persons.

#### **4. AWARDING CRITERIA**

4.1 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
- A person who is not currently registered with the Department of Water and Sanitation may apply for professional registration if they can prove compliance with the minimum requirements at the time of working at a treatment plant, as well as provide evidence of working in the sector for the past 2 years.

4.2 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.

4.3 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.

4.4 WISA will also take into consideration Recognition of Prior Learning, if all relevant proof is submitted with the application form.

4.5 The successful candidate will be entitled to the Professional Designation of Professional Process Controller.

#### **5. RETENTION CRITERIA**

5.1 The retention criteria for professionally registered Process Controllers are based on a Continual Professional Development (CPD) system.

5.2 The objective of the CPD system is to ensure that all professionally registered persons maintain their competence throughout their period of registration.

5.3 Professionally registered Process Controller must obtain a minimum of 5 CPD points per annum in order to retain their professional registration.

- 3 of the 5 CPD points need to include Developmental Activities; and of these 3 points 1 point will encompass the 30 unit standard credits required per annum according to Regulation 17. The remaining 2 CPD points can be made of a combination of activities such as:
  - Conferences
  - Congresses
  - Workshops
  - Lectures
  - Seminars

- Courses
- Colloquiums

1 CPD point will be equivalent to a full day/ 10 hour attendance.

- 2 of the 5 CPD points need to include Work Based Activities as this also improves knowledge and competence. 1 CPD point will be equivalent to 160/ a month of relevant process control work per annum.
- 5.4 Non-compliance of the retention criteria may lead to the professionally registered person being required to follow an approved remedial programme of CPD within a period prescribed by WISA; or removing a person's professional status.
- 5.5 The reasons for non-compliance will be looked by WISA in order to determine the corrective action.
- 5.6 The candidates will have to supply a portfolio of evidence in order to retain their professional registration with WISA.