

## **AWARDING AND RETENTION PROCEDURE FOR PROFESSIONAL PROCESS CONTROLLERS**

### **Definition**

Professional Process Controller:

The Professional Process Controller (Pr. PC Water) designation is awarded to individuals who have proven themselves to have the relevant competencies, qualifications and experience required to manage, operate and control unit processes at a Water Services Works. A Professional Process Controller's conduct is governed by a Code of Conduct that ensures integrity and professional excellence in the water sector.

A professional Process Controller needs to needs to show competency 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;
- Exposure to process design and process optimization;
- Exposure to research and the implementation of scientific projects which promote the science of water and wastewater treatment processes;
- Risk Management associated with Water Services Works; and
- Management

### **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 a Committee is in place in order to go through the documentation and award the professional designation in an unbiased manner as and when requested.
- 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:

- Has a minimum academic qualification of NQF 6 with a qualification within an appropriate discipline;
- Has a minimum of 5 years post qualification work experience in the field of Process Control ;
- 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;
  - Exposure to Process design and process optimization;
  - Exposure to research and the implementation of scientific projects which promote the science of water and wastewater treatment processes;
  - Risk Management associated with Water Services Works; and
  - Management.

4.2 Two Referee Reports are required with regards to showing competence to the above mentioned tasks. Both the referees need to be a person of seniority (manager or supervisor) who can attest to the applicant's competences. Where possible at least one of the referees need to be registered as a Professional Process Controller.

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.

4.5 The successful candidate will be entitled to the Professional Designation of Professional Process Controller (Pr. PC Water).

## **5. RETENTION CRITERIA**

5.1 The retention criteria for professionally registered Process Controllers is 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.

Professionally registered Process Controller must obtain a minimum of 15 CPD credits over a 3 year cycle in order to retain their professional registration.

CPD activities include, but are not limited to:

- Conferences
- Congresses
- Workshops
- Lectures
- Seminars
- Courses
- Colloquiums
- Online learning

5.3 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.

5.4 The reasons for non-compliance will be looked by WISA in order to determine the corrective action. An appeals process will be in place should the need arise.

The candidates will have A Professional Process Controller may be required to submit an updated Portfolio of Evidence after a period of 3 years. This is aimed at ensuring the sustainability and integrity of the designation.