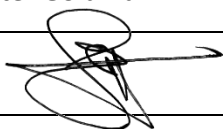




Water Institute of  
Southern Africa

## AWARDING AND RETENTION POLICY FOR PROFESSIONAL PROCESS CONTROLLERS

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Version	Revision	Date	Reason for change
1	2	May 2018	Criteria updated, appeal process added
1	3	August 2023	Criteria aligned to DWS Regulation 3630

# AWARDING AND RETENTION PROCEDURE FOR PROFESSIONAL PROCESS CONTROLLERS

## 1. 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 any Water Services Works/ Institutions. 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 show competency related to a combination of the following occupational tasks:

- 1.1. Operating and controlling chemical, biological and physical systems and associated plant for compliance with quality standards;
- 1.2. Monitoring and testing for physical, chemical and biological properties;
- 1.3. Performing all required administrative and procedural functions;
- 1.4. Inspecting equipment, processes and operating conditions;
- 1.5. Exposure to process design and process optimization;
- 1.6. Exposure to research and the implementation of scientific projects which promote the science of water and wastewater treatment processes;
- 1.7. Risk Management associated with Water Services Works/ Institutions; and
- 1.8. Management.

## 2. SCOPE

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

## 3. PURPOSE

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

## 4. RESPONSIBILITIES

- 4.1 The responsibilities of the Process Controller:
  - 4.1.1 To ensure that all documentation is provided to WISA with regards to their qualifications.
  - 4.1.2 To ensure that all evidence is provided with regards to their work experience.
  - 4.1.3 To ensure that all information submitted to WISA is accurate and true.
  - 4.1.4 To familiarise themselves with the Code of Conduct and procedures of WISA.

- 4.2 The responsibilities of WISA:
- 4.2.1 To ensure that an Awarding Committee is in place in order to evaluate the application and award the professional designation in an unbiased manner, as and when requested.
  - 4.2.2 To ensure that the candidates fulfil all the requirements for the awarding of the professional designation.
  - 4.2.3 To ensure that the professionally registered persons comply with the retention requirements stipulated in this document.
  - 4.2.4 To make available all information regarding the Code of Conduct and procedure for professionally registered persons.

## 5. AWARDING CRITERIA

- 5.1 WISA may award the designation of Professional Process Controller to any person that:
- 5.1.1 Has a minimum academic qualification of NQF 6 with a water related qualification;
  - 5.1.2 Has a minimum of 6 years post qualification work experience in the field of Process Control;
  - 5.1.3 Has shown competence with regard to the following occupational tasks within the last 5 years:
    - 5.1.3.1 Operating and controlling chemical, biological and physical systems and associated plant for compliance with quality standards;
    - 5.1.3.2 Monitoring and testing for physical, chemical and biological properties;
    - 5.1.3.3 Performing all required administrative and procedural functions;
    - 5.1.3.4 Inspecting equipment, processes and operating conditions;
    - 5.1.3.5 Exposure to process design and process optimization;
    - 5.1.3.6 Exposure to research and the implementation of scientific projects which promote the science of water and wastewater treatment processes;
    - 5.1.3.7 Risk Management associated with Water Services Works/ Institutions; and
    - 5.1.3.8 Management.
- 5.2 Two Referee Reports are required with regards to showing competence to the above-mentioned tasks. Both the referees need to be persons of seniority (manager or supervisor) who can attest to the applicant's competences. Where possible at least one of the referees needs to be registered as a Professional Process Controller.
- 5.3 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.
- 5.4 The successful candidate will be entitled to the Professional Designation of Professional Process Controller (Pr. PC Water).

## 6. RETENTION CRITERIA

- 6.1 **Professional Membership Fees**
- 6.1.1 In order for a Professional Process Controller to retain their membership they must ensure that their WISA annual designation fees are kept in good standing. As per Schedule 1 of the WISA Memorandum of Incorporation – fees are due and payable in January of each

year, fees not paid two months after the due date, being March of each year, will result in the Professional Process Controller not being in good standing and their professional registration will be revoked until such time as the fees are paid.

6.1.2 Continued failure to pay the required fees will result in the Professional Process Controller being permanently struck off the members register and will result in said person not being able to practice as a Professional Process Controller.

## 6.2 Disciplinary Procedures

6.2.1 Should a complaint be received against a Professional Process Controller then the Members Disciplinary Policy will be followed. Should the outcome of the investigation and disciplinary process find the person guilty of offence/s then registration as a Professional Process Controller may be affected, penalties may range from temporary suspension of Professional status to permanent expulsion. Therefore, the Process Controller may no longer be eligible for the Professional designation.

## 6.3 CPD Procedures

6.3.1 The retention criteria for professionally registered Process Controllers includes compliance to a Continual Professional Development (CPD) system.

6.3.2 The objective of the CPD system is to ensure that all professionally registered persons maintain and enhance their competences throughout their period of registration.

6.3.3 Professionally registered Process Controller must obtain a minimum of 30 CPD credits over a 3-year cycle in order to retain their professional registration, as aligned to DWS Regulation 3630 requiring 10 CPD credits per year.

6.3.4 CPD activities are classified as follows. Credits must be obtained from Category 1 and elective activities / a combination of activities from Category 2 and Category 3.

Categories	Activities	Credits
<b>Category 1</b>	Developmental Activities – see 6.3.5 below	Minimum of 12 credits per three-year cycle
<b>Category 2</b>	Work Based Activities: Process Control Work	Maximum 2 credits per year (300 notional hours = 1 credit)
	Mentoring or Coaching of Process Controllers	Maximum 2 credits per year (50 notional hours = 1 credit)
<b>Category 3</b>	Individual Activities Membership of another recognised VA or PB	Maximum 1 credit per year
	Other Activities – see 6.3.7 below	Maximum 5 credits per year

6.3.5 Category 1 CPD Activities are structured/developmental educational activities that include the following types:

- 6.3.5.1 Conferences
- 6.3.5.2 Congresses
- 6.3.5.3 Workshops
- 6.3.5.4 Lectures
- 6.3.5.5 Seminars
- 6.3.5.6 Courses
- 6.3.5.7 Colloquiums
- 6.3.5.8 Online learning

- 6.3.5.9 Completed postgraduate qualification.
- 6.3.5.10 1 CPD credit will be equivalent to 10 notional hours or one day of attendance.
- 6.3.5.11 1 CPD credit can be claimed for developing material linked to the activities listed.
- 6.3.5.12 Please note that CPD credit requirements linked to this category are the minimum requirements and may be exceeded in order comply to the overall CPD requirements.

6.3.6 Category 2 CPD Activities need to be recorded on the prescribed forms.

6.3.7 Category 3 CPD Activities shall be as follows:

- 6.3.7.1 Publication of Process Control research papers in peer reviewed journals (single author: 2 credits per paper / multiple authors: 1 credit per paper per author)
- 6.3.7.2 Publication of technical articles (1 credit per article)
- 6.3.7.3 Papers presented at water sector conferences/ congresses or poster presentations (1 credit each)
- 6.3.7.4 Participation in statutory, professional, institutional, technical or non-technical committees or task-groups (1 credit per 10 hours of active participation, maximum of 3 credits per cycle)
- 6.3.7.5 Evaluation of competence and applications for WISA Professional Process Controller registration (1 credit for every 10 applications evaluated)

- 6.4 Non-compliance to 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 designation.
- 6.5 The reasons for non-compliance will be considered by WISA in order to determine the appropriate corrective action.
- 6.6 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.

## **7. APPEAL AGAINST REJECTION TO REGISTER AN APPLICANT**

- 7.1 If the application for registration has been turned down for whatever reason, the applicant may, if he/she is of the opinion that the grounds for the rejection are not valid, submit a formal Appeal against the Rejection to register him/her, within 30 days of notification of the rejection.
- 7.2 The Appeal must be accompanied by documentation setting out the ground(s) and reason(s) for the appeal. All corroborating documents must also be presented in A4 format and include documentary proof where needed.
- 7.3 The appeal will be considered by the WISA CEO.