



WATER INSTITUTE OF SOUTHERN AFRICA
"Inspiring passion for water"



Professional Process Controller Membership Application Form

REFEREE REPORT

Please consult the Process Controllers Professional Registration Information when completing this form.

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:** membership@wisa.org.za

Postal Address: Att: Membership, PO Box 6011, Halfway House, 1685

1. Awarding Criteria

WISA may award the designation of Professional Process Controller to any person that:

- Has a minimum academic qualification of NQF 6 with a water related qualification;
- 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;
 - Process design and process optimization;
 - 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.

Two Referee Reports are required with regards to showing competence to the above-mentioned tasks. Both the referees need to be a person 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.

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.

2. Aim

The referee report is a necessary and supplementary document to the applicant's application for registration as a Professional Process Controller with WISA. The aim is to convey the personal knowledge which the referee has of the applicant and in the process to make a reasoned evaluation of the applicant's competence.

For office use only

Date Received: _____

Signature: _____

3. General

The applicant has been advised that referees may be chosen in the following order of preference:

- (a) Mentor
- (b) Immediate supervisor
- (c) Colleague at a higher or the same level, involved with the applicant's work
- (d) Indirect supervisor
- (e) Colleague not directly involved with the applicant's work
- (f) Employer
- (g) Client

4. Details of Applicant

Name	Period Employed	Designation / Position	
Has the Applicant been appointed in a position of responsibility?		Yes	No

5. General Information

a. My personal knowledge of the applicant's duties extends

from _____ to _____
(month and year to the best of my memory)

b. My association with the applicant was/ is that of:

Supervisor	Manager	Other (Describe) Refer to Section 3

7. Evaluation of Competence

Competence: Technical Skills	Exceptional	Highly Effective	Effective	Inconsistent	Unsatisfactory
Operating and controlling chemical, biological and physical systems and associated plant for compliance with water quality standards					
Monitor and testing for physical, chemical and biological properties					
Inspecting equipment, processes and operating conditions					
Understanding the Process Control environment in the broader context					
Technical know-how relating to chemical, biological and physical treatment of water and/or wastewater					
Understanding relevant legislation (Water Act, Water Services Act, Occupational Health & Safety, etc.)					
Other (Please elaborate)					

Competence: Personal / Administrative / "Soft" Skills	Exceptional	Highly Effective	Effective	Inconsistent	Unsatisfactory
Ability to accept responsibility					
Professional conduct					
Quality of Work					
Commitment to "life-long Learning", i.e. CPD courses, etc.					
Exercise sound judgement in performing his/her duties					
Act in an ethical and professional manner					
Performing all required administrative and procedural functions					
Ability to work as part of a team					
Ability to work independently from others					

8. Specific comments on applicant's ability to assume responsibility, his/ her competence, development and limitations:

9. Referee's Recommendation

I regard the applicant competent to be registered as a Professional Process Controller:

Yes	No	Needs more Mentoring	Do not know

10. Declaration by Referee

I hereby confirm that I am conversant with the requirements of WISA with regard to the professional registration of Process Controllers and confirm that my report is a true reflection of my opinion. I am prepared to substantiate my view expressed herein at an interview should I be required to do so. I also confirm that I submit this information to WISA on the understanding that it will be treated as confidential.

Name of Referee: _____

Position held: _____

Qualifications: _____

Professional Designation & Registration No: _____

Employer: _____

Signature of Referee: _____

Date: _____
