

Address: Unit 2, Bismarck Village
Cnr. of Simeon Shixungileni and Church Streets, Windhoek
Tel: 061 233264
Fax: 061 400821
E-mail Address: info@ecn.org.na
Website: www.ecn.org.na



Notes for the Completion of the Referee's Report

1. AIM

The Referee's Report (Form RR-02) is a necessary and supplementary document to the applicant's application for registration with the Engineering Council of Namibia. The aim is to convey to the Council, on a confidential basis, the personal knowledge which the referee or the employer has of the applicant and in the process to make a reasoned evaluation of the applicant's engineering capabilities.

2. GENERAL

This task also includes the correct and accurate completion of the Referee Report. Please read the report carefully before signing it. **If you knowingly sign an Experience Report which contains any misrepresentation, you will be guilty of misconduct.** The Council attaches great value to the information which is supplied by the referee. There is no reason why internal mentors cannot act as referees or give assistance to referees or employers in respect of these aspects during the applicant's period of training.

3. MOTIVATION OF RECOMMENDATION FOR REGISTRATION

It is necessary that the referee or employer be able to clearly and strongly motivate his/her opinion in respect of the applicant's readiness for registration. The referee must, when supplying reasons, consider the minimum legal registration requirements, in other words the referee must himself/herself be familiar with the content of the Council's requirements (acceptable engineering work for an engineer in training, variety of experience, such as planning, design, construction and contract administration, budgeting, etc. in relation to the functions and nature as well as the correct standard of training).

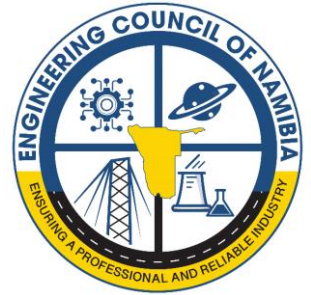
4. EVALUATION

The referee must carefully evaluate the applicant's capabilities. This report is **not a character study and comments must be based on the applicants engineering performance and not his personal attributes**. An evaluation of the candidate's **ethical and professional engineering competence is required** and must clearly state whether the applicant has in his term of practical experience mastered all of these facets of engineering and will be able to continue on his/her own to practice sound engineering principles.

5. CONFIDENTIALITY OF REPORT

It is important for every Referee to know that the Council will keep full confidentiality of the Referee's inputs and will not disclose any information contained in the report to either the Applicant or anybody else. This is necessary to ensure that no pressure is put on the Referee on his/her recommendation regarding an application.

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REQUEST FOR REFEREE'S REPORT

Name of Referee _____ **Date** _____

Address of Referee:

.....
.....
.....

Dear Sir/Madam,

I have applied to the Engineering Council of Namibia, Windhoek for registration as a:

_____ (quote category) and hereby request you to provide the Engineering Council with your evaluation of my engineering experience and engineering capabilities, on the basis of your personal knowledge thereof. Please use the attached form (Form RR-02) and consult the *Notes for completion of the Referees Report*.

Your co-operation and early dispatch of the document direct to the offices of the Engineering Council of Namibia would be appreciated, as it would expedite the processing of my application.

Thank you in advance for your co-operation.

Yours faithfully

Signature of Applicant

Name of Applicant *(Please print)*

Current ECN Reg. No.

Address of Applicant:



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REFEREE REPORT

(Full registration only. All categories)

1. Applicant's information

APPLICANT'S DETAILS	
Full Name:	
ID/Passport No.:	
Nationality:	
Category: <small>e.g. Engineer-in-Training, etc</small>	
Sub-Discipline: <small>e.g. Mechanical, Civil, etc</small>	
Sub-Discipline: <small>e.g. Urban, HVAC, etc</small>	
Current Reg. No.:	

2. General information

(a) My **personal** knowledge of the applicant's engineering training extends from _____ to _____ (month and year to the best of my memory).

(b) My association with the applicant was that of: *(Please tick/cross appropriate block)*

Mentor	Supervisor	Colleague	Employer	Other (Specify)

(c) Are you related to the applicant by birth or marriage? Yes _____ No _____

If yes, please state relationship _____

3.

INSTRUCTIONS TO THE REFEREE

The information contained in this referee report should be treated as confidential by you. The report is to be submitted straight to the Registrar by the Referee.

Please rate the applicant's competence or state development using the following scale:

Rating	Description		Rating	Description
CWD	Competence Well Demonstrated (CWD)		CNS	Competence Not Satisfactory (CNS)
CPD	Competence Partially Demonstrated (CPD)		CCA	Competence Completely Absent (CCA)
ACP	Average Competence Present (ACP)			

- For each rating, please state your reasons and identify issues that relate to particular criteria to be confirmed in case of a Professional Review/Interview
- **All 11 outcomes must be rated and reasons given**

EVALUATION BY REFEREE

Please state the ratings and reasons where required in the table below

Outcomes & Criteria	Rating	Reasons
Group A: Engineering Problem Solving		
1. Define, investigate and analyse complex engineering problems		
2. Design or develop solutions to complex engineering problems		

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3.	Comprehend and apply advanced knowledge: in established engineering practices and jurisdiction in which he/she practices		
Group B: Managing Engineering Activities			
4.	Manage part or all of one or more complex engineering activities		
5.	Communicate clearly with others in the course of his or her engineering activities		
Group C: Impacts of Engineering Activities			
6.	Recognise and address the reasonably foreseeable social, cultural and environmental effects of complex engineering activities		
7.	Meet all legal and regulatory requirements and protect the health and safety of persons in the course of his or her complex engineering activities		
Group D: Act ethically, exercise sound judgment and take responsibility			
8.	Conduct engineering activities ethically		
9.	Exercise sound judgement in the course of complex engineering activities		
10.	Be responsible for making decisions on part or all of complex engineering activities		
Group E: Continuing Professional Development			
11.	Undertake professional development activities sufficient to maintain and extend his or her competence		

4. **Optional:** Further comments on Applicant's ability to assume engineering responsibilities, his/her engineering competence, development and limitations: _____

5.

Overall Assessment		
The applicant has demonstrated competence to be registered as:		
<input type="checkbox"/> PROFESSIONAL ENGINEER DISCIPLINE: _____ _____	<input type="checkbox"/> INCORPORATED ENGINEER DISCIPLINE: _____ SUB-DISCIPLINE: _____	<input type="checkbox"/> ENGINEERING TECHNICIAN DISCIPLINE: _____ SUB-DISCIPLINE: _____
<input type="checkbox"/> The applicant has NOT demonstrated competence to be registered		

6. **Declaration by Referee:** I hereby declare that I am well knowledgeable with Council's requirements for registration as set out in the competency standards, as well as the instructions on this referee report, and that I am prepared to substantiate my professional view expressed herein at an interview, should Council require me to do so. I further declare that I have observed the ECN Rules and Professional Code of Conduct in compiling this referee report for the applicant.

Full Name of Referee: _____
Qualifications: _____
ECN Reg. No.: _____ **Discipline:** _____
Employer: _____ **Position:** _____
E-mail: _____ **Contact No.:** _____
Signature of Referee: _____ **Date:** _____