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Form No.: APP-FPSP-SC-FD		
Effective Date: 12 February 2018		
Rev no: 0		

Sheet SC2

**Information Sheet
for completion of the
Training and Experience Reports and/or Outlines / Engineering Report / Sub Discipline-
Specific Requirements Report**

1. The Purpose of the Training and Experience Report and/or Outline (TER and/or TEO respectively) is to provide a factual record of the main periods in the applicant's development from obtaining the highest technical qualification to the date of application, recorded in chronological order, and to identify the periods where the applicant took responsibility at the required level.
2. Applicants for registration as a Specified Category Practitioner must have the **Benchmark Route** academic qualification and three years of approved experience as a practitioner, of which at least a minimum of two years must be in a position of taking full engineering responsibility (Level E, Performing – **Table 3, Document R-03-SC**). If the applicant does not have the benchmark academic qualification (HCert, or equivalent or a Completed Apprenticeship), their application will be considered by the **Alternative Route**. The difference must be made up by extended periods of engineering experience. The exact periods will depend upon the level of qualifications held by the applicant. It must be clearly understood that the work which the applicants are doing or have done, as well as the submission of correctly completed Training and Experience Reports and the Engineering Report (**Forms TER/TEO-SC and ER-SC respectively**) and the Initial Professional Development Report (**Form IPD-SC**), are important factors in determining registrability.
3. In general, an applicant must complete and submit a Training and Experience Report and/or Outline (**Form TER-SC and/or Form TEO-SC** respectively) for each phase of training and work experience from the time of meeting the Benchmark Route education requirements (HCert in engineering or equivalent, or a Completed Apprenticeship) to the application for registration.
 - Use a separate form for each experience period and approximately 200 words per TER or 8 bullets per TEO).
 - Number the periods in chronological order, which may not overlap.
 - Cover the period from first graduation to date of application.
 - Provide full details of work done during each period indicating your personal role and level of responsibility. This work will typically be of a higher level than artisan/journeyman, learner or administrator.
 - The periods need not be contiguous and need not include the last period reported.

An experience period ends when:

 - your work environment has changed, e.g. when a major task or project has been completed;
 - your type of work has changed;
 - your responsibilities or level of function have changed (for instance, as in a promotion);
 - you have changed employer;
 - your experience is interrupted (for instance by study or prolonged illness).
3. It is essential that the information supplied relates to engineering. Other activities which pertain indirectly to engineering may be considered but measurement of quantities, attendance at meetings and unrelated functions are not relevant. Management activities, where mentioned, must contain predominantly engineering content..
4. The Training and Experience Report (**Form TER-SC**) must be set out in a way that clearly shows engineering knowledge applied (ultimately at HCert or equivalent level) and responsibility carried by the applicant. It is incumbent on applicants to select and describe projects and tasks, which show their level of engineering knowledge and experience and clearly illustrates the applicant's own role and strategies devised to make these projects successful.
5. The functions described must address the applicant's involvement and responsibility in engineering work. They should include but not be limited to:
 - Design, drafting, installation, calibration, commissioning, testing, inspection, budget compilation, recommendation.
 - Operational management, maintenance, modification, development, engineering management, environmental, safety and society management, legal matters, skills development, ethics.
 - Monitoring, manufacturing, economics, resources (including human resources) management, quality management.
6. Designs, engineering plans, engineering development, work schedules, calculations, reports, sketches and any other relevant documentation supporting the submission may be attached.

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7. In addition to providing the evidence of competence against the standards and the sub-discipline specific requirements (as for Benchmark and Engineering Management routes), **Alternative Route** applicants must also submit evidence on the requirements in the Education Evaluation policy (**E-17-SC**) document as detailed in **Tables 1 and 2**. The evidence indicating compliance with **Table 2** must first be met regarding the extended periods of engineering experience, followed by presenting evidence incorporated in **Forms TER/TEO-SC and ER-SC** to indicate the competence required against each attribute in **Table 1 (Individual Assessment)** regarding developing themselves educationally to the level required.
8. For **Alternative Route** applicants, it is important that evidence of meeting the educational development requirements be incorporated in the TERs and the TEOs as evidence to indicate competence developed against the attributes in **Table 1**. The development must be supported by meticulous completion of **Form IPD-SC**. The evidence required against attributes 6, 7 and 8 of **Table 1** are already covered in the Engineering Report (**Form ER-SC**), and need not to be repeated. Basic calculations and explanations attached to the Engineering Report might also suffice to satisfy the requirements for attributes 1.1, 1.2, 1.3, 2, 3, 4 and 5.
9. An organogram for each experience period showing two levels above and two levels below the applicant (for TERs) and one level above and one level below (for TEOs) (if present) to indicate the degree of responsibility and the names, qualifications, job titles and registration categories of the persons indicated. At least the most recent 3 years of the experience periods must be covered.
10. The requirement in 2 may be relaxed in the case of an applicant who has at least ten years training and experience after completing the educational requirement, and reports a total duration of at least three years at a degree of engineering responsibility E (Performing) in detail in the TER format that are signed by the supervisor. Such periods need not be contiguous and need not include the last period reported. Such an applicant may submit Training and Experience Outlines (**Form TEO-SC**) for the remaining periods or groups of related periods, where a supervisor's or employer's signature is not required.
11. The experience periods and periods of interruption must also be noted in the Training and Experience Summary (**Form TES-SC**). The applicant must ensure that **each Form TER-SC is signed (verified) by the relevant supervisor or employer and signed by him/her self**. If a supervisor's signature cannot be obtained, or if the applicant is the owner of his/her own business, it must be annotated accordingly in the appropriate block and an affidavit must be submitted to the effect that the information provided is true and correct and reasons given why the supervisor's signature cannot be obtained. Note that the Commissioner of Oaths stamp and signature is required on each experience report that is not signed by the supervisor.
12. The purpose of the Engineering Report is to detail the equipment and/or work responsibility applicable to the specified category applied for and to provide evidence of competence against the standards prescribed for Specified Category Practitioners at specifically defined level. The evidence must be presented at the stage of development when the applicant is operating at the responsibility level E (Performing).
13. An applicant must complete and submit an Engineering Report using **Form ER-SC** on specific work done by him/herself applicable to the specified category wherein the outcomes and criteria listed can be adequately described in about 2300 words.
14. The engineering work reported on must also be evident from the relevant part of the applicant's training and experience reports and/or the training and experience outline covered in 3 above,. The engineering report is more comprehensive than the TERs and TEOs, and provides the opportunity to submit specific evidence in support of the claim of competence against the outcomes required for registration.
15. Under the criteria for each outcome the following evidence must be provided:
- The report must be written for the purpose of the application. While the report may be on a specific engineering task or series of tasks it is a report in which the applicant reflects on his or her **engineering activities** that demonstrate the required level of competence and the **engineering responsibility** delegated to him or her.
 - This engineering report must be of a nature that is representative of the engineering work that the applicant has done illustrating his or her own role and strategies devised to make the task successful. The applicant should indicate his or her level of delegated specific engineering responsibility, independent judgement and decision-making. Factors such as performance, economic evaluation, environmental and safety considerations, complexity of the task, team working, financial implications and duration of the task have to be included against the applicable criterion. In addition the report should include the extent of his or her contribution to the engineering process such as conceptualisation, design and analysis, specification, tendering and adjudication, manufacturing, project and construction management, commissioning, maintenance, measurement and testing, planning, etc.

It is the responsibility of the user to ensure that the latest version is used. The latest version will be published on our website.

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- Use Appendix A of the Sub Discipline Specific Training Guide R-05-FPSP-SC to assist in the interpretation of the outcome criteria

The applicant's supervisor must sign the report.

16. The purpose of the Sub Discipline-specific Requirement Report is to demonstrate the basic knowledge developed on the equipment that the applicant is working on and/or to provide the required detail on the specific work responsibility.
17. The Sub Discipline-specific Requirement Report (**Form SDSRR-FPSP-FD**) must be set out in a way that clearly shows specific engineering knowledge and skills applied. It is incumbent on the applicant to select and describe tasks, which show their level of specific knowledge and experience developed and clearly illustrates their own role and strategies devised to make these tasks successful.
18. Calculations, reports, sketches, work schedules, test certificates, commissioning reports, load test reports and any other relevant documentation to support written submissions should be attached.

The applicant's supervisor must sign the report.