



MEMBERSHIP FOR THE MEASUREMENT & VERIFICATION COUNCIL OF SOUTH AFRICA (MVCSA)

Information for Applicants towards becoming MVCSA members

1. OBJECTIVES

The objective of registration with the MVCSA is to raise the professional standards of those engaged in measurement & verification.

In addition, to improve the practice of measurement & verification (M&V) by encouraging professionals to participate in a continuing education program of professional development.

To evaluate individuals with acceptable education(s), professional registration(s), training, knowledge and experience of the principles and practices of measurement & verification towards them accepted to be members, at various levels, of the MVCSA.

2. TYPE OF MEMBERSHIP

Applicants may apply for membership for a specific scope of work or a scope which includes more than one scope of work.

The various scopes of work include any one combination, or a variety, or all, of the following:

Sector	Measure Type	Energy Type	Application Type	M&V Protocol Type
1.Residential 2.Commercial 3.Industrial (Including Mining* & Power generation*) 4.Transportation *included as "Industrial" even though they require specialisation	1.Energy Efficiency 2.Load Management 3.Conservation 4.Behavioural 5.Other* (to be specified)	1.Electricity 2.Fossil fuels 3.Liquid fuels 4.Bio-fuels 5.Renewables 6.Other* (to be specified, Hybrid (e.g. fuel cells)*) *could be considered liquid fuels or electricity.	1.Lighting 2.Pumping 3.Control systems 4.Motors 5.HVAC 6.Fans/Ventilation 7.Process Optimisation 8. Renewables (to be specified, e.g. Solar, wind, etc.) 9.Other* (to be specified e.g. On and off-road vehicles, Mobile plant, Engines (diesel and gas/steam turbines), Steam generation, WHP - Waste Heat to Power (e.g. Organic Rankin Cycle), CHP)	1.Retrofit Isolation: a. Key parameter measurement b. All parameter measurement 2. Whole Facility 3. Calibrated Simulation

*Note that "other" must be specified.

3. ELIGIBILITY

Candidates will be evaluated against a combination of the following criteria:

Note that it will generally stay a requirement that the member should accept and underwrite the MVCSA's Rules, Code of Conduct and By-Laws as stated in the latest MVCSA's Governance Handbook.

The MVCSA membership certificate will show the specific Technology, Sector, Energy Type, Protocol, etc. relevant to full membership. Membership will be lost should any one of the 4 points (a to d) mentioned not apply any more.

Applicants/members shall sign in the application that he undertakes to inform the committee should this happen.

Applicants who are SANAS Technical Signatories:

The individual, who has been assessed and found to be competent as a Measurement and Verification technical signatory by the South African National Accreditation System (SANAS), qualifies to be considered for membership status relevant to point 2 above and that approved by SANAS. However, the MVCSA registration committee will still assess the applicant/application in alignment to point 6.1.5 of the MVCSA Governance Handbook and applicants need to complete follow this document and complete applications as normal for any applicant. If such an applicant applies for full membership s/he needs to submit proof of the following with the normal application:

- a. being a technical Signatory; **and**,
- b. its validity; **and**,
- c. that the company s/he is formally employed by is Accredited as an M&V Body (this will provide proof that the quality system which "qualifies" the technical signatory (MVCSA applicant) is in place).
- d. Proof that the specific individual (applicant) has been assessed and found competent and in which specific Technology, Sector, Energy Type, Protocol, etc. aligned to the application of membership (also refer to Section 2 of this document).

Applicants who are not a SANAS Technical Signatory:

- Education
- Professional Registration(s)
- Formal M&V training successfully completed
- Formal Referees (at least one preferably two in priority order)
- M&V experience
 - Number of years
 - Formal project documentation provided
 - Traceable employment history in M&V

This means that candidates with lower level education levels will require more training and experience.

Typical evaluation criteria:

- a. Graduated with a four-year degree from an accredited institution in science, engineering, architecture, business, law, finance or related fields, or;
- b. Be professionally registered in the relevant education field, e.g. Professional Engineer, Registered Architect, Chartered Accountant, Professional Technologist (Engineering) etc.

- c. The applicant must have completed formal and traceable M&V training on applicable M&V standards, M&V processes and M&V methods;
- d. Arrange for the submission of two referee reports in the prescribed format directly from the referee and independently (in confidence) from the applicant;
- e. With an acceptable number of years* of traceable/verifiable experience in energy management, facility management or measurement & verification; and,
- f. Provide the range of M&V reports on completed projects in alignment to the membership type applied for relevant to point 2 of this document.

or

- a. Graduated with a two-year Diploma or three-year Certificate (after high school) from an accredited institution in science, engineering, architecture, business, law, finance or related fields, or;
- b. Be professionally registered in the relevant education field, e.g. Professional Technologist, etc.;
- c. The applicant must have completed formal and traceable M&V training on applicable M&V standards, M&V processes and M&V methods;
- d. Arrange for the submission of two referee reports in the prescribed format directly from the referee and independently (in confidence) from the applicant;
- e. With an acceptable number of years* of traceable/verifiable experience in energy management, facility management or measurement & verification; and,
- f. Provide the range of M&V reports on completed projects in alignment to the membership type applied for relevant to point 2 of this document.

or

- a. Graduated with a one-year Diploma or 18 month Certificate (after high school) from an accredited institution in science, engineering, architecture, business, law, finance or related fields, or;
- b. Be professionally registered in the relevant education field, e.g. Professional Technician, etc.;
- c. The applicant must have completed formal and traceable M&V training on applicable M&V standards, M&V processes and M&V methods;
- d. Arrange for the submission of two referee reports in the prescribed format directly from the referee and independently (in confidence) from the applicant;
- e. With an acceptable number of years* of traceable/verifiable experience in energy management, facility management or measurement & verification; and,
- f. Provide the range of M&V reports on completed projects in alignment to the membership type applied for relevant to point 2 of this document.

or

- a. Graduated with a Grade 12 or 9 month Certificate (after high school) from an accredited institution in science, engineering, architecture, business, law, finance or related fields, or;

- b. Be professionally registered in the relevant education field, e.g. Artisan, etc.;
- c. The applicant must have completed formal and traceable M&V training on applicable M&V standards, M&V processes and M&V methods;
- d. Arrange for the submission of two referee reports in the prescribed format directly from the referee and independently (in confidence) from the applicant;
- e. With an acceptable number of years* of traceable/verifiable experience in energy management, facility management or measurement & verification; and,
- f. Provide the range of M&V reports on completed projects in alignment to the membership type applied for relevant to point 2 of this document.

*The number of years (up to a maximum of six) of traceable/verifiable experience will depend on the education level, the other registrations and the specific scope (point 2) applied for.

4. APPLICABLE EDUCATION / QUALIFICATION

Any applicant with a Grade 12 upwards with a tertiary qualification (as stated in the MVCSA Governance Handbook) may qualify for membership approval. The interpretation of “tertiary qualification” refers to a post matric (Grade 12) qualification and included degrees, diplomas and certificate courses that may be issued by tertiary institutions. It may be possible for a member to be approved at a particular level of membership allowing him/or her to claim competency for a specific field of M&V as per that mentioned in point 2 of this document, e.g. electrical lighting in the residential sector.

A post matric qualification refers to a qualification that is “examined” rather than “granted” by institutions, e.g. honorary degrees will not be acceptable.

It should also be noted that points 6.1.1 and 6.1.3 of the MVCSA Governance Handbook are linked in that there has to be a relation between the content of practical experience referred to in 6.1.3 and the qualification provided by a tertiary institution as provided for by 6.1.1.

5. THE REQUIRED BODY OF KNOWLEDGE

The effective practice of measurement & verification requires in-depth knowledge of a wide variety of subjects. However, the candidate need only demonstrate to the satisfaction of the membership registration board the knowledge and ability to apply the essentials of measurement & verification as would be required for that selected and mentioned in point 2 of this document.

6. TRAINING

Formal training will be as defined by the MVCSA but could include a variety of types of development including, but not limited to Training courses, Workshops, Conferences, Practical on-job training (with verifiable documentation to that effect) which preferably includes an assessment/exam. These development initiatives will include at least training in the Fundamentals of M&V, SABS:SANS 50010, M&V processes and M&V methods.

* The rules may be revised in future with the development of future qualifications in M&V and Energy Management

MVCSA will therefore develop and institute a Framework of Continuing Education, which will be linked to renewal of registration from for all registered persons according to the rules as set out in this Document and the MVCSA’s Governance Handbook.

6.1 CONTINUING EDUCATION FRAMEWORK

A Continuing Education Framework (CEF) will be introduced for all registered persons in order to:

- ensure, through the creation of a culture of CE, that all registered persons maintain their competence throughout their period of registration.
- meet the requirements of the MVCSA constitution, policies and rules.
- be the acceptable means for renewal of registration.

6.2 WHAT IS CE

CE can be defined as the systematic maintenance, improvement and broadening of knowledge and skills, and the development of personal qualities necessary for the execution of professional and technical duties throughout a person's M&V career.

MVCSA's definition is widely drawn and not prescriptive so as to remain flexible enough to be relevant to all registered persons at all stages of their careers. The emphasis for meeting CE requirements is not on the acquisition of credits for the attendance of academic or theoretical courses alone, but has been spread over three categories of activities, which would contribute to meeting the minimum CE requirements for renewal of registration. The categories are fully described in Section 6.7

6.3 ADMINISTRATION

The CE Framework will be administered by MVCSA.

However, the responsibility to provide CE activities according to specific criteria and guidelines is outsourced to approved educational providers and other recognized in-job providers and mentors.

MVCSA will ensure that the responsibilities outsourced are carried out in a fair, equitable and responsible manner. MVCSA retains the right to review or withdraw any outsourced responsibilities from providers, should the circumstances so require.

6.4 ROLE OF EMPLOYERS OF REGISTERED M&V PERSONS

Employers are encouraged to create a suitable work environment, which supports and promotes the participation of registered persons in activities that maintain their competence. Employers should also share a responsibility to maintain a work environment in which the continued development of registered persons is assured.

6.5 POSSIBLE EXEMPTIONS FROM CE REQUIREMENTS

Registered Persons Abroad

Registered persons who are practicing abroad should meet the same requirements as those in South Africa and will not be granted deferment. However, documentary proof of compliance with CE requirements in any particular country, will be accepted for CE purposes in South Africa. Proof of compliance with CE requirements, documentation on activities attended outside South Africa will have to be submitted to MVCSA for evaluation and, if approved, the registered person will qualify for the specified CE credits.

Retired Registered Persons

Retired registered persons, who no longer carry out any M&V work, are exempted from CE requirements.

Retired registered persons, who are listed as "retired" on MVCSA's database, and who carry out M&V work within the limits of the MVCSA rules, are not exempt from CE requirements, but they will be required to accumulate 2 credits per year.

In the event of either of the above retired registered persons electing to return to active M&V practice, at least 10 credits for CE activities should be presented to MVCSA in order to change their registration back to active in the category concerned.

If the retired registered person is still active in M&V doing part-time consulting work, and who does not comply with the requirements for being listed as “retired” on the MVCSA Database, full compliance is required.

Deferment

Registered persons may apply for deferment of CE and MVCSA will review such applications individually. If reasons given are acceptable to MVCSA, deferment may be granted.

Registered persons experiencing physical disability, illness or other extenuating circumstances as reviewed and approved by MVCSA may be exempt. Supporting documentation must be furnished to MVCSA.

6.6 CE REQUIREMENTS

After the initial phasing in for the first renewal of registration, CE will run in 3-year cycles, during which period every registered person will be required to accumulate **9** credits in order to retain registration. In any one year, the registered person will be required to accumulate a minimum of **3** credits. Additional credits earned in any one year may be carried over to the subsequent years of the three year cycle. Details of the different categories of CE activities are given in Section 6.7.

With the exception of persons covered by possible exemptions (Section 6.5) and the registration categories for which these rules apply (Section 6), all registered persons will be required to record their CE activities annually:

- electronically to info@mvcsa.org.za

not later than 30 (thirty) days after completion of an annual cycle.

The number of credits accumulated in respect of each category of CE activity during the specific annual cycle will be electronically recorded. Registered persons may access their personal record by requesting a copy from MVCSA. In view of the possibility for audit, registered persons should keep verifiable evidence of all their CE activities for at least three years.

6.7 CATEGORIES OF ACTIVITIES FOR CE CREDITS

CE credits must be obtained in at least two of the three categories listed below. The maximum credits, which may be accumulated annually in each category is also indicated.

Continued employment in an active measurement & verification position:

6 credits for 3 years

Continued Professional Registration status relevant to the applicant’s education, or, continued membership with a professional association/council/society relevant to the applicant’s education:

3 credits for 3 years

Continuing education or the provision of education in measurement & verification, performance contracting, energy services and energy management:

4 credits for 3 years

In order for this policy to meet the needs of all registered persons, the requirements for CE need to be as flexible as possible. MVCSA expects that when registered persons are deciding on the

contents and value of their CE activity, they will ensure a balance in their CE activities between the following three categories.

Category 1: Work-based Activities:

A different formula is used to calculate credits in this category. Since registered persons also remain current by performing their day-to-day M&V/Energy management responsibilities, a weighting of 2 credits for every 400 hours per year for M&V related work (including management) is awarded for this category. A maximum of 4 credits for 800 hours per year may be earned in respect of this activity.

In addition, the mentoring of candidate persons in the workplace will be recognised as CE with a maximum of 1 credit for 50 hours of mentoring per year. In-house skills training sessions organised by an employer and career guidance for candidates may also be presented under this sub-category.

Category 2: Continued Professional Registration

Continued Professional Registration status relevant to the applicant's education, or continued membership with a professional association/council/society relevant to the applicant's education – 1 credit per of concurrent registration year

Category 3: Individual Activities

Attendance of structured educational/developmental events will be credited with one credit per 16 hours of attendance. A full day activity will be regarded as being for 8 hours and a half-day activity will be regarded as 4 hours. A maximum of 2 credits may be accumulated annually under this category:

- Conferences
- Congresses
- Large group workshops
- Lectures
- Seminars
- Refresher courses
- Colloquiums

Other activities include and will be credited as follows:

- Part-time lecturing to students in M&V: 1 credit for every 16 hours of lecturing.
- Publication of M&V-related research in peer reviewed journals: a single author 1 credit per publication. Where paper has a number of authors: 0.5 credit per publication per author.
- Publication of M&V-related technical articles: 0.5 credit per article published.
- M&V-related papers presented at conferences or congresses / poster presentations: 0.5 credit each
- Participation in M&V-related statutory, professional, institutional, technical or non-technical committees or task groups: 1credit for every 16 hours of active participation.
- Evaluation of educational programmes at Universities, Universities of Technology and Training Providers for accreditation/recognition purposes: 1 credit for every 16 hours of active involvement.
- Evaluation of educational qualifications for MVCSA's Registration Committee: 1 credit for every 16 hours of active involvement.
- Evaluation of competence and applications for registration for MVCSA's Registration Committee and Education Committee: 1credit for every 16 hours of active involvement.
- Relevant additional qualifications (these are exceptional allocations): A completed M&V-related postgraduate qualification: 3 credits.

6.8 APPROVAL OF PROVIDERS OF CE ACTIVITIES

MVCSA will recognise institutions and organisations to run activities, which will be acknowledged for obtaining CE credits. MVCSA regards these bodies as capable of ensuring that all their courses, seminars or conferences etc. would be of adequate standard. These activities are those described in Category 3, Section 6.7.

All bodies would need to have the contents of every event they provide for in this Category of CE approved by the MVCSA for the discipline concerned and for the assignment of the appropriate credits. The organisers of these events would therefore have to approach the MVCSA for vetting of the activity and may be charged a fee for such evaluation and approval.

Registered persons, who intend participating in an activity provided by any institution or provider should ensure that the activity is approved so that the credits awarded will be recognised by MVCSA.

In approving a Category 3 CE activity, MVCSA will ensure that the following aspects are covered:

- The activity should serve to maintain or enhance the knowledge, skills and competence of all those who participate in it.
- The activity should meet an educational and developmental need and provide an effective learning experience for the participants.
- The participants or group of participants must be specified
- The depth and breadth of the subject matter covered must be appropriate with sufficient time for discussion.
- The subject covered should provide a balanced view and should not be unduly promotional.
- The presenters should have proven practical and academic experience and be good communicators.
- Evaluation forms for obtaining feedback from participants on the activity must be provided for rating of the relevance, quality and effectiveness of the activity.

Providers of CE activities will be required to submit their proposed activity to the MVCSA for that discipline who will arrange for assessment of the content and CE credit value thereof. Applications for approval of CE activities must be submitted to the MVCSA on Form MVCSA 2, which can be obtained from the MVCSA at info@mvcsa.org.za

7. EXAMINATION AND EVALUATIONS

The Training courses, Workshops, Conferences, Practical on-job training (with verifiable documentation to that effect) mentioned under the previous heading shall preferably include a formal assessment or examination.

The MVCSA Membership Registration Committee will evaluate:

- a. That all the necessary documentation as required in this document has been provided;
- b. That the application includes certified proof of the:
 - i. Educations;
 - ii. Professional registrations; and,
 - iii. The formal assessment or examinations results relevant to the Training as mentioned in above;

- c. Reports from two referees, issued to the MVCSA independently from the applicant. Interviews could be arranged with referees to discuss the reports issued and the acceptability of the applicant to become an MVCSA member as applied for.

A professional responsibility rests on the referee to provide guidance to the applicant during his/her professional development. This task also includes the correct and accurate completion of any all reports. The Council attaches great value to the information that 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.

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

- i. A registered member of the MVCSA
 - ii. Mentor;
 - iii. Immediate supervisor;
 - iv. Colleague at a higher or the same level, involved with the applicant's work;
 - v. Indirect supervisor;
 - vi. Colleague not directly involved with the applicant's work;
 - vii. Employer representative at a higher level than the applicant; or,
 - viii. Client
- d. That the number of years of experience are verifiable and accurate as declared;
- e. That the project documentation provided aligns to that applied for
- f. That the applicant's employment history provided is traceable, accurate and acceptable
- g. Interviews could be arranged with the applicants to discuss the applications, documentation provided, the general knowledge and suitability of the applicant. The interview questions will be based on concepts and experiences basic to measurement & verification on projects and in the environment(s) applied for, but will include at least some questions on the Fundamentals of M&V, SABS:SANS 50010, M&V processes and M&V methods, e.g. approaches for assessing savings – options 1a, 1b, 2, 3, M&V plans, choosing normalization variables (energy governing factors), cost factors, sampling, modelling/monitoring, uncertainty, instrumentation, compliance/adherence with protocol and contracts;
- h. Applicants that do not receive membership status can request that their applications be resubmitted to the MVCSA Registration Committee, if during the subsequent three-year period their education or experience level changes.

8. MAINTAINING MEMBERSHIP

The continued education of professionals is essential to enable them to cope with rapidly changing conditions. Therefore, to remain a member of the MVCSA and the profession, a member must accumulate **9** professional credits every three years and submit a completed recertification form to the MVCSA Membership Registration Committee. Professional credits for recertification, can be accumulated any time from the date certification is received to four months immediately preceding the recertification date. Example: Members registered during March 2000, file a record of **9** credits with the MVCSA Membership Registration Committee before the 31 November 2003. These professionals all reach reregistration on 31 March 2004.

9. SUSPENSION or REVOCATION OF MEMBERSHIP

Membership will be terminated for professionals who do not accumulate the required professional credits, unless, in the judgement of the registration committee, extenuating circumstances exist

and the deficiency can be readily overcome. The registration committee reserves the right to revoke membership due to professional unethical behaviour or for any of provisions provided for within the MVCSA's Governance Handbook.

10. REINSTATEMENT OF MEMBERSHIP

Professionals who do not acquire sufficient professional credits (maintenance) points to be reregistered on the reregistration date will be notified in writing of suspension from using the MVCSA membership designation and will no longer be listed as a MVCSA member in any publication until such time that the professional:

- Resubmits to the registration process and successfully meets the criteria for registration by personal data information and interview(s); or,

Acquires make-up points at a cumulative total, equal to 3.5 per year for every year since original date of registration.

11. FEES

Application Fee

The application fee will be as decided on by the MVCSA from time to time. These may differ according to the scope for which is applied for.

Renewal Fee

For each three-year renewal, the fee will be as decided upon by the MVCSA. A reinstatement fee will also be raised as decided on by the MVCSA.

No refunds allowed.

12. USE OF MEMBERSHIP DESIGNATION

A MVCSA Measurement & Verification Professional may use the designation with name on organization letterhead, business cards, and all forms of address as stated within the MVCSA Membership Certificate. The certificate will indicate the membership type as stated within Section 2 of this document.

Membership is for individuals only. The designation may not be used to imply that an organization or firm is a member.

13. DISCLAIMER

The MVCSA's Governance Handbook will take precedence above the provision or statements made in this document. It is therefore most important that applicants consider the Governance Handbook.



MEASUREMENT AND VERIFICATION COUNCIL OF SOUTH AFRICA

The following information is to be filled out as completely as possible. Please read the MVCSA “Governance Hand book” and “Information for Applicants towards becoming MVCSA members” very carefully, and also follow instructions for completing and forwarding forms and/or documentation. It is important that the MVCSA Registration Committee have substantiating data for each criteria indicated in the application. Please type or print data except where a signature is required.

NOTE: ALL APPLICATIONS MUST BE COMPLETE IN ORDER TO BE CONSIDERED.

Mail application to:

**Measurement and Verification Council of South Africa
PostNet Unit 292, Private Bag X 1288
Potchefstroom, 2520, South Africa**

Personal Data (Complete in Full – Please Print or Type)

First Name: _____ Last Name: _____

Middle Initial: _____ Job Title: _____

Business Name: _____

Business Address: _____

City: _____ Postal Code: _____

Phone: _____ Fax: _____

Residence Address: _____

City: _____ Code: _____

Phone: _____ E-mail: _____

Address Requested for Correspondence: Business Residence

DIVISION I – EDUCATION

List in chronological order the details of each institution attended and education level achieved:

Name & Location of Institution	Years From - To	Date Graduated	Degree Received	Field in Which Degree Was Issued

DIVISION V – TRACEABLE / VERIFIABLE EXPERIENCE

Applicants should forward one copy of the Employment Verification Form to each employer for those periods which apply to membership eligibility requirement. Forms may be addressed to either immediate superiors or to personnel offices.

Please complete the following in chronological order, starting with current position. Include a description of energy or building or facility or measurement & verification job functions held for each employment period. This form may be duplicated if additional space is needed. NO REFERENCES TO CV'S OR SIMILAR DOCUMENTS ARE ALLOWED. BE CONCISE.

Date	Employer Name & Address	Concise Statement of Employment Experience Please give M&V/Energy-Related Job Functions
From:		
To:		
Title or Position		
Date	Employer Name & Address	Concise Statement of Employment Experience Please give M&V/Energy-Related Job Functions
From:		
To:		
Title or Position		
Date	Employer Name & Address	Concise Statement of Employment Experience Please give M&V/Energy-Related Job Functions
From:		
To:		
Title or Position		
Date	Employer Name & Address	Concise Statement of Employment Experience Please give M&V/Energy-Related Job Functions
From:		
To:		
Title or Position		



REQUEST FOR VERIFICATION OF EMPLOYMENT

Membership of Measurement & Verification Council of South Africa

To:

Date:

Dear

I am applying for membership of the Measurement and Verification Council of South Africa. In this regard, I hereby authorise your release of the requested information enclosed which verifies my employment and duties from the period _____ to _____.

Please furnish the requested information as completely as possible and return to the MVCSA Registration Committee directly.

The receipt of replies will be reported by MVCSA, but under no circumstances will the information be divulged to me, or used for any purpose except to validate my application for Membership of the MVCSA.

Applicant Signature

APPLICANT FILL IN (type or print)

Name:

Address:

City:

Province:

Code:

LETTER OF EMPLOYMENT VERIFICATION

The following information verifies the employment and duties of the above applicant for MVCSA Membership.

Company:

Telephone:

Address:

City:

Province:

Code:

The above named applicant was (has been) employed by our company	Dates:
From:	
To:	
S/he has held the following positions:	
1.	
2.	
3.	
4.	
5.	
6.	

Please describe in full the responsibilities of the applicant in alignment to the above table. Attach descriptions if necessary to answer fully. Please include measurement & verification related details.

Responsibilities of the applicant for positions held:
1.
2.
3.
4.
5.

To the best of my knowledge, I hereby attest that the above information is true and correct.

Name of person supplying information: _____
(please type or print)

Official Title of Respondent: _____

Signature: _____ Date: _____

Return to: Measurement and Verification Council of SA
PostNet Unit 292, Private Bag X 1288, Potchefstroom, 2520, South Africa



REQUEST FOR VERIFICATION OF ENGAGEMENT

Measurement & Verification Council of South Africa Membership Application

To:

Date:

Dear

I am applying to the Measurement and Verification Council of South Africa for membership as a Measurement & Verification Professional. In this regard, I hereby authorise your release of the requested information enclosed which verifies my engagement and duties from the period _____ to _____.

Please furnish the requested information as completely as possible and return directly to the MVCSA Member Registration Committee.

The receipt of replies will be reported by MVCSA, but under no circumstances will the information be divulged to me, or used for any purpose except to validate my application for Membership to the MVCSA.

Applicant Signature

APPLICANT FILL IN (type or print)

Name:

Address:

City:

Province:

Code:

LETTER OF CLIENT VERIFICATION

The following information verifies the Contractor/Consultant and duties of the above applicant for MVCSA Membership.

Client:

Telephone:

Company:

Address:

City:

Province:

Code:

The above contractor/consultant has provided service(s) to our company:

Dates	Period 1:	Period 2:	Period 3:	Period 4:
From:				
To:				

Please describe fully the responsibilities of the applicant. Attach descriptions if necessary to answer fully. Please include measurement & verification related details.

Period 1:	
Period 2:	
Period 3:	
Period 4:	

To the best of my knowledge, I hereby attest that the above information is true and correct.

Name of person supplying information: _____
(please type or print)

Official Title of Respondent: _____

Signature: _____ Date: _____

Return to: Measurement and Verification Council of SA
PostNet Unit 292, Private Bag X 1288, Potchefstroom, 2520, South Africa

MEASUREMENT & VERIFICATION COUNCIL OF SOUTH AFRICA
PostNet Unit 292, Private Bag X 1288, Potchefstroom, 2520, South Africa
Tel: +27 (0) 18 293 1499
Fax: +27 (0) 86 726 7135
E-mail: info@mvcsa.org.za
Website: www.mvcsa.org.za



Membership of the Measurement & Verification Council of South Africa

Name of Referee:

Date: 2015

Address:

Dear

I have applied to the Measurement and Verification Council of South Africa (MVCSA) for **Registration as a Member** and hereby request you to provide the Council with your evaluation of my experience and capabilities on the basis of your personal knowledge thereof and with relevance to my formal application attached hereto.

Please use the attached forms and consult the guideline for referees.

In making this request to you, I acknowledge that the information which will be supplied by you to MVCSA is of a confidential nature and that I have no right thereto.

Your co-operation and early despatch of the document **direct** to the MVCSA 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

Address: P. O Box

Postal Code:

Telephone No (Work):

Cell No:

REFEREE REPORT : MVCSA Professional Membership

Please complete this form using type or print in black ink, after consulting the attached guideline.

The Measurement and Verification Council of South Africa (MVCSA) agrees that it owes a duty of confidence to all referees in terms of the Promotion of Access to Information Act, 2000

1. Name of Applicant:

Address:

--

--

2. **General Information:**

(a) My **personal** knowledge of the applicant's Energy and M&V training extends (dates):

From:		To:	
--------------	--	------------	--

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

Mentor *	Colleague	Supervisor	Employer	Other (Describe)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* If the association with the applicant was that of a mentor, provide the formal Mentorship Agreement

(c) Are you related to the applicant by birth or marriage?

If yes, please state relationship :

3. **Applicant's Energy and Measurement and Verification (M&V) Experience:** (Referee's evaluation)

In my opinion, the applicant's involvement in the energy and M&V work described in his/her training report, was as follows:

TASK or PROJECT <small>(Please refer to period no. in applicant's training report and indicate core description of work)</small>	Level of responsibility <small>(please check ✓)</small>	Involvement in		Only exposure to	
		full task	part of task	full task	part of task
	Full:				
	Part:				
	No:				
	Full:				
	Part:				
	No:				

4. Evaluation of Competence and Development: Meeting the requirements of MVCSA and the Discipline Specific Guidelines

SUBJECT	Exceptionally high quality of work with sound innovative thinking	Fully meeting the normally high standards of energy and M&V	Adequate, but occasionally requiring amendments	Frequently requiring amendments	Do Not Know
Problem solving ability					
Application of sound energy and M&V principles					
Energy and M&V judgement					
Management:					
Time					
Finance and control					
Communication: Accurate, brief and clear?					
Acceptance of responsibility					
Professional conduct					

5. Specific comments on Applicant's ability to assume responsibility as an M&V Professional, his/her competence, development and limitations:

6. Referee's Recommendation:

I regard the applicant competent to be registered as an **M&V Professional with membership to the MVCSA** (tick):

Yes	No	No comment	Do not know

7. Declaration by Referee: I hereby confirm that I am conversant with the Council's requirements for registration as set out in applicable Policies and documentation as well as the instructions on this referee report, and that I am prepared to substantiate my view expressed herein at an interview, should the Council require me to do so. I also confirm that I submit this information to MVCSA on the understanding that it will be treated as confidential.

Name of Referee:

Title of Position held:

Qualifications:

Professional Registration:

Institution/Registration No:

Employer:

Tel/Cell. No:

Signature of Referee: _____

Date: _____ **2015**

**Return to: Measurement and Verification Council of SA
PostNet Unit 292, Private Bag X 1288, Potchefstroom, 2520, South Africa**

MVCSA undertakes to protect the confidentiality of all the information received from the referee.

**Professional Development Report:
Measurement and Verification Professional Membership**

Referees' Comments

Applicants Surname & Initials:

Application Ref:

(Please tick ✓ appropriate box.)

Remarks	Marginal	Satisfactory	Strong	Not known
Breadth & Depth of Applicable Knowledge				
Innovative & Creative Approach				
Problem Solving Skills				
Implementation and evaluation of solutions				
Planning and Project Management				
Resource Management				
Communication and Presentation Skills				
People Skills				
Professional Approach / Conduct				
Commitment to Professional Development				

Signature of Referee: _____

Referee Surname & Initials: _____

Date: _____



REFEREE GUIDELINE

for the completion of the Referee Report

Professional Measurement and Verification (M&V) Membership

1. AIM

The referee report is a necessary and supplementary document to the applicant's application for registration for professional M&V membership with MVCSA. 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 capabilities.

2. GENERAL

A professional responsibility rests on the Professional Energy / M&V practitioner to provide guidance to the applicant during his/her professional development. This task also includes the correct and accurate completion of reports. The MVCSA attaches great value to the information that 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.

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

If the applicant trained under a mentorship, the formal agreement between them **must** be provided with the referee reports. The Referee Report should be returned directly to MVCSA by the referee. Referees are requested to have their assessments typed or to complete the report in legible block letters using black ink to ensure clear copying, since written assessments are frequently not very legible and to the detriment of the applicant.

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 registration requirements, in other words the referee, himself/herself must be familiar with the content of the MVCSA's requirements for membership (Acceptable Energy and M&V Work for Candidates for Registration as Professional M&V practitioners), variety of experience in relation to the functions and nature as well as the correct standard of training.

When signing the referee reports, referees declare that they are acquainted with Council's documents as well as these notes and that they are prepared to be interviewed by the Council to substantiate their viewpoint, should Council require them to do so.

4. EVALUATION

The referee must carefully evaluate the applicant's capabilities. This report is **not a character study**. An evaluation of the applicant's ethical and professional competence is required.

5. CONFIDENTIALITY

MVCSA undertakes to protect the confidentiality of all the information received from the referee.