

**Environmental Assessment
Practitioners Association
of South Africa**

*Advancing environmental assessment
practice in South Africa*



APPLICANT GUIDELINE MANUAL
for users of the
EAPASA Online Registration System
<https://registration.eapasa.org/>

November 2019

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GUIDELINE MANUAL TO ASSIST APPLICANTS IN COMPLETING THE EAPASA ONLINE APPLICATION

1. INTRODUCTION

The effective implementation of Environmental Impact Assessment (EIA) in South Africa under the National Environmental Management Act, (NEMA) [Act 107 of 1998], as amended, relies directly on the competence and ethics of Environmental Assessment Practitioners (EAPs) in government, parastatals and private consulting practice. These practitioners play pivotal roles within the decision-making process which is aimed at promoting more sustainable development. Quality assurance and ethics in environmental assessment practice is thus a recognised prerequisite for effective governance towards sustainable development.

Please note that by law the Board of the Environmental Assessment Practitioners Association of South Africa (EAPASA) has to assess your application against the national qualification standard for Environmental Assessment Practice, South African Qualifications Authority (SAQA) ID 61831 – see the so-called ‘National Certificate’ at <http://allqs.saqa.org.za/showQualification.php?id=61831>

While this standard has not yet been used to accredit learning programmes leading to a higher education qualification in this field, it does provide the appropriate knowledge base for sound practice.

The Exit Level Outcomes (ELOs) of the qualification standard for Environmental Assessment Practice, against which applicants are assessed for competency, have been grouped in some instances to reduce the repetition of criteria in the standard, so that applicants do not have to reply to the same requirements in a number of places. The competencies have also been reworded in places to allow applicants to acquire a better understanding of the competency required and respond accordingly.

2. RECOGNITION OF PRIOR LEARNING (RPL)

In order to ensure that the assessment and judgement made for each applicant is fair and reasonable, the requirements of this qualification standard are being used to register practitioners using the principles of Outcomes-Based Assessment including Recognition of Prior Learning (RPL), which involves assessment of an applicant’s qualifications (if any) and relevant work experience.

2.1 RPL Principles in Assessment

RPL acknowledges knowledge, skills and attributes acquired through:

- Training (formal and informal);
- Life experience; and
- Professional work-related skills and experience.

The process of applying RPL in the professional context of Environmental Assessment (EA) practice includes the following:

- Identifying your knowledge and competency in the general field;
- Matching your knowledge, skills and experience to specific competencies and the associated assessment criteria;
- Assessing your learning and experience against these competencies; and
- Crediting your knowledge, skills and experience built up through formal, informal and non-formal learning.

2.2 Validity and Currency of Evidence

Evidence that applicants submit must be **valid** against the industry standards **currently** in place and show proof of professional knowledge and practice. You are required to have undertaken EIAs, or the review thereof, under South African environmental legislation. If you do not have any EIAs undertaken in South Africa, you will need a strong motivation to demonstrate a thorough knowledge of NEMA.

2.3 Sufficiency and Authenticity

RPL applicants must provide enough evidence for an objective judgement of competence to be made, in line with the requirements of the core competencies, consistent with the following principles:

- The evidence for the purpose of acknowledging competence must be appropriate for what is being assessed.
- The evidence of competence must be sufficient in scope and an authentic representation of expertise, tailored to each core competency and its associated assessment criteria.

Any evidence produced may be verified for validation purposes, which verification process will entail checking validity, currency, sufficiency and authenticity. Plagiarism and collaboration in any form is unacceptable and may lead to the refusal of applications as it is in direct contravention of provisions 4 and 15 of the EAPASA Code of Ethical Conduct and Practice. Applicants undertake to abide by all of the provisions of this code when they sign and submit it as part of their application. Signing the Code implies that all of the information submitted as part of an application is authentic.

3. CATEGORIES OF REGISTRATION AND FEES

EAPASA will be registering two categories of EAPs. By becoming a registered member of EAPASA, as either an EAP or Candidate EAP, you will be advancing our vision of a transformed profession of competent, ethical and legally registered EAPs contributing to South Africa's sustainable development agenda.

The EAP Register containing the names and contact details of Registered EAPs can be accessed at <https://registration.eapasa.org/registered-practitioners>

All potential applicants who fulfil the criteria for registering as EAPs are encouraged to apply to EAPASA. Please note that with EAPASA's recognition as a Professional Body by the South African Qualifications Authority, from 11 September 2019 to 11 September 2024, the designation EAP is now registered on the National Qualifications Framework – see <http://pbdesig.saqa.org.za/viewProfessionalBody.php?id=1230>

3.1 Registered Environmental Assessment Practitioners (Registered EAP):

In order to register, EAPs must meet all of the criteria for professional registration in South Africa. They will be qualified to hold primary responsibility for the planning, management, coordination or review of EIAs and associated Environmental Management Programmes (EMPrs). In so doing, they need to adhere to professional registration requirements, the Code of Ethical Conduct and Practice, and Continuing Professional Development (CPD) requirements to which they are bound as Registered EAPs.

Applicants seeking registration as EAPs should preferably have qualifications relevant to the practice of environmental assessment. At some point in the future, EAPASA will only consider a qualification as acceptable if it is awarded by a higher education provider whose learning programme has been accredited by the relevant Quality Council as meeting the national Qualification Standard for Environmental Assessment Practice (South African Qualifications Authority ID 61831). However, until such time as qualifications incorporating the required environmental assessment outcomes have been accredited, EAPASA will initially assess all applicants, for Registered EAP and Candidate EAP status, using RPL.

You are further required to have **at least three years of appropriate experience and at least three EIAs or reviews** concluded in the period of 10 years preceding the date of coming into effect of regulation 14 of the Section 24H Registration Authority Regulations which period spans February 2010 to February 2020, or initiated in this period but concluded after the abovementioned period (as per subregulation 15(1)(b)(i) of these Regulations). These EIAs or reviews need to demonstrate the required level of competence.

An alternative route for practitioners who have not been practicing actively in the recent past is to have undertaken at least three EIAs or reviews concluded before the 10 year

period described above, coupled with active, in depth involvement in the field of EIA during the past 10 years, which demonstrates the required level of competence (as per subregulation 15(1)(b)(ii) of these Regulations). Section 22(2) of the Section 24H Registration Authority Regulations stipulates the date for compulsory registration as 24 months from the date of the appointment of the first registration authority, which is by 08 February 2020 - given EAPASA's appointment as the single Registration Authority on 08 February 2018.

3.2 Registered Candidate EAP

This category of registration is for EAPs who meet some, but not all of the criteria required for registration as a Registered EAP. While applicants seeking registration as Registered EAPs require appropriate qualifications and the abovementioned nature and length of professional experience, no professional experience is required to register as a Candidate EAP if an applicant has a qualification which incorporates the exit level outcomes for practice in environmental assessment, which are one and the same as the core competencies.

Applicants for Candidate EAP status who are recent graduates will also be assessed using Recognition of Prior Learning (RPL) principles. Candidate EAP applicants need to have a Diploma or Bachelors degree (at the National Qualifications Framework (NQF) level 7), or a higher qualification, that addresses the six core competencies and assessment criteria described in this Manual. In future, any applicant who has obtained an Honours level degree (or higher qualification) accredited against the qualification standard for Environmental Assessment Practice (South African Qualifications Authority SAQA ID 61831) will be automatically accepted as a Candidate EAP.

At present, however, given that it is going to take some time for tertiary institutions to be formally accredited against this standard, recent graduates seeking registration as Candidate EAPs will need to fill in the online registration system, providing evidence of having covered, and mastered, the core competencies in their studies. If an applicant Candidate EAP has not covered some of the core competencies in their studies, they are kindly requested to access some articles, papers or books on a particular topic and provide a short answer to the core competency. These sources should be referenced in the text in the usual way, by putting the names of the authors followed by the date in brackets, and the references used should be placed at the bottom of the text boxes of the online registration system.

Applicants for Candidate EAP status will need to motivate how they have met the competency, drawing on their academic knowledge and where applicable their relevant experience. Applicants for Candidate EAP status who do have relevant experience (but not the required number of 3 EIAs and 3 years) should use the practical examples of their work/projects to further demonstrate the competencies.

Candidate EAPs are qualified to undertake work associated with, or contributing to, environmental assessment on projects, provided that such work is supervised and

reviewed by a Registered EAP. In other words, a Registered EAP would take primary responsibility for work carried out by a Candidate EAP, both of whom must adhere to the Code of Ethical Conduct and Practice applicable to all registered practitioners.

3.3 Fees for Professional Registration with EAPASA

The fee for processing your application to EAPASA is called a registration assessment fee, which is to be paid once you have completed your online application. The fees for applicants and members of EAPASA were gazetted by the Minister of Environmental Affairs, the late Honourable Dr Edna Molewa, on 07 March 2018 and are listed in the table below.

Payment of your application fee (called the Registration Assessment fee in the table below) can be made in Step 8 of the application process using the online credit / debit card payment facility with any Master or Visa card. Alternatively, you can pay the registration assessment fee by EFT to the EAPASA bank account given below:

Bank: Nedbank

Branch code: 198 765

Account Number: 104 509 8701

Account Type: Current

Reference: Please use your application reference number to ensure that your application is processed (e.g. similar to this example 2019/771)

Please send proof of EFT payment to finance@eapasa.org

In the event that you are making payment for multiple applicants, please use the first applicant's reference number, and send confirmation of all reference numbers that are part of the batch, together with proof of payment to finance@eapasa.org

Please note that the application fee is non-refundable.

An appeal against a decision of the Registration Committee of the EAPASA Board carries a fee of R1 500.

| Professional Fees for Environmental Assessment Practitioners | Gazetted Fees¹ |
|---|----------------------------------|
| Registration assessment fee: EAP | R1 500 |
| Registration assessment fee: Candidate EAP | R800 |
| Annual membership subscription: EAP | R1 200 |
| Annual membership subscription: Candidate EAP | R600 |
| Appeal fee - against a registration decision | R1 500 |

¹ Regulation 196, Government Gazette Number 41485 of 07 March 2018

4. THE EAPASA CODE OF ETHICAL CONDUCT AND PRACTICE

Please note that an applicant is required to sign adherence to the Code of Ethical Conduct and Practice of EAPASA. The Code of Conduct document can be downloaded in 'Step 7: Required Documents' of the online registration system and can then, after you have signed the Code in the presence of and had it stamped by a Commissioner of Oaths, be uploaded in the same section. The Code of Conduct (extracted from the EAPASA Rule Book) follows:

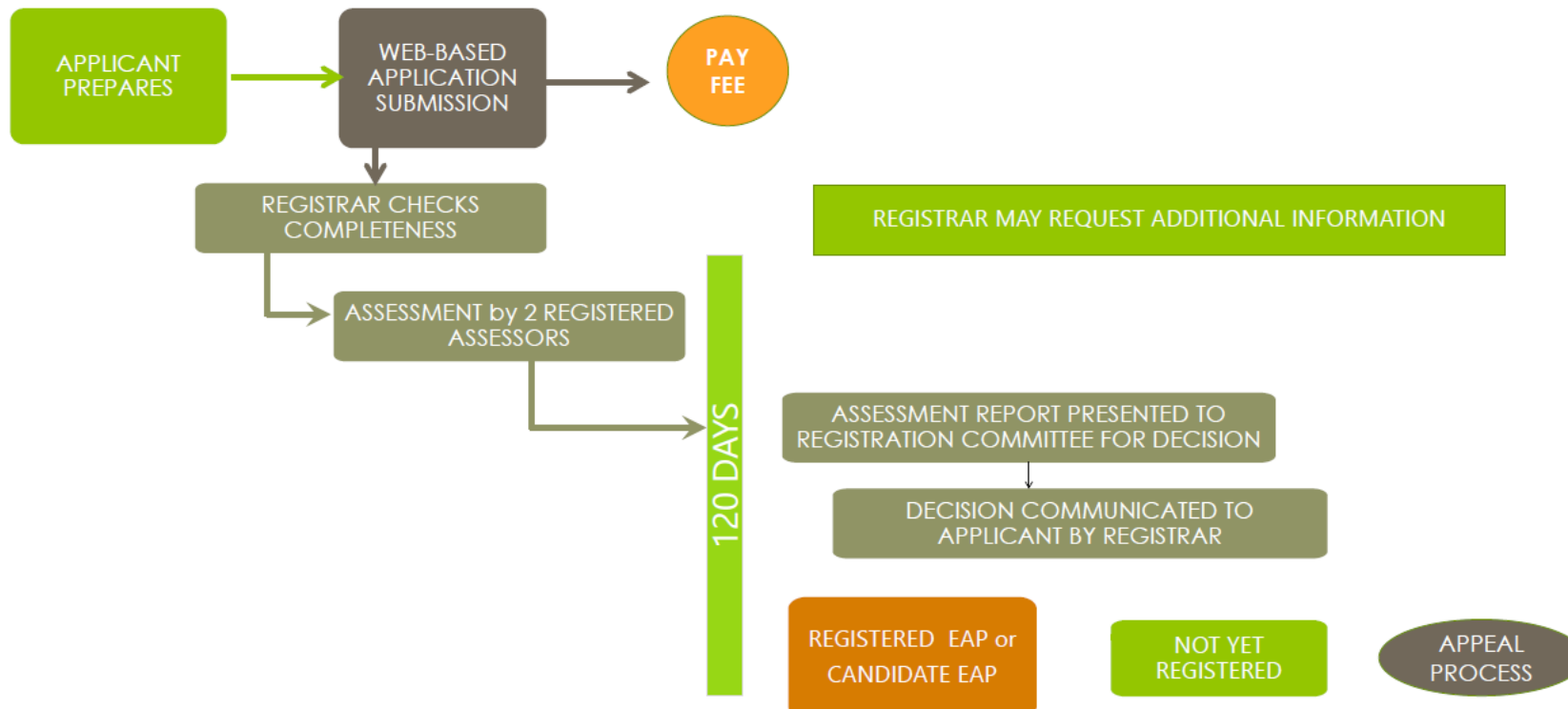
"All Registered EAPs and registered Candidate EAPs who are admitted to the Register of Environment Assessment Practitioners are required to adhere to the following Code of Ethical Conduct and Practice:

1. Environmental Assessment Practitioners shall carry out their professional activities in compliance with relevant environmental legislation and, as far as reasonable and practical, in accordance with the principles of sustainable development and in compliance with the National Environmental Management Act, Act 107 of 1998, as amended, and any other relevant environmental and other legislation.
2. Environmental Assessment Practitioners shall at all times place the integrity of the environment, including conservation and long term sustainable use of the biophysical environment, and the social welfare, health and safety aspects of the socio-economic environment, above any commitment to sectional or private interests.
3. Environmental Assessment Practitioners shall advise the incorporation of environmental considerations from the earliest stages of policy, plan, programme or project conception or development.
4. Environmental Assessment Practitioners shall not conduct professional activities in a manner involving dishonesty, fraud, deceit, misrepresentation or bias.
5. Environmental Assessment Practitioners will not neglect or subvert good professional practice in order to secure personal gain, or attempt to injure the reputation or opportunities for employment of another Environmental Assessment Practitioner by false, biased or undocumented claims or accusations, by any other malicious action, or by offers of gifts or favours.
6. Environmental Assessment Practitioners will clearly differentiate between facts and opinions in their work.
7. Environmental Assessment Practitioners will, to the best of their ability, keep informed of advances in environmental assessment practice, and will integrate such knowledge into their professional activities.
8. Environmental Assessment Practitioners will inform a prospective client or employer of any professional or personal interests which may impair the objectivity or impartiality of their work.
9. Environmental Assessment Practitioners in either public or private employ shall not undertake, review or make decisions based on environmental assessment work where they have a vested or other financial interest in decisions or actions that may arise from the assessment.

10. Environmental Assessment Practitioners will use the best available information. Where enough relevant and reliable information cannot be obtained, this deficiency must be explicitly stated in the findings or the review of an environmental assessment, in terms of any assumptions and limitations in the environmental assessment or review, the risks to the environment, levels of confidence in predictions, and the implications for decision making of information deficiencies.
11. Environmental Assessment Practitioners must take responsibility for the findings or review of the environmental assessment for which they are responsible. (It is noted that the Environmental Assessment Practitioner cannot be held responsible for decisions made by other parties, purportedly based on the findings of the environmental assessment or review.)
12. Environmental Assessment Practitioners must conduct professional activities, as far as appropriate, in an interdisciplinary manner and recognise the need to collaborate with suitably qualified persons in subject areas where they are relatively inexperienced or unspecialised.
13. Environmental Assessment Practitioners should undertake particular environmental assessment work in a position of responsible charge where they are competent to do so. This must be applied without impediment of transformation or prejudice in accessing work opportunities in new fields.
14. Environmental Assessment Practitioners shall not advertise their professional services in a self-laudatory manner or in a manner that may discredit the profession.
15. Environmental Assessment Practitioners shall not misrepresent or allow or permit misrepresentation of their own or their associates' academic or professional qualifications, or exaggerate their degree of responsibility for any work of a professional nature.
16. Environmental Assessment Practitioners shall actively discourage misrepresentation or misuse of work carried out by them or performed under their direction.
17. Where an Environmental Assessment Practitioner is employed by an organisation that is either the proponent of development or stands to benefit directly from development proposed by an outside party, and undertakes environmental assessment work for that organisation (so-called 'in house' work), his/her environmental assessment work must be subject to review by an independent Environmental Assessment Practitioner.
18. Environmental Assessment Practitioners will demonstrate commitment to the purpose and objectives of the Association, and comply with the provisions of the EAPASA Constitution and any Rules of the Association.
19. An EAP must conduct her/his work at the highest possible standard reasonable to expect from a professional in that position.

The application process is shown schematically overleaf.

EAPASA REGISTRATION DECISION PROCESS



5. GENERAL INFORMATION ABOUT REGISTRATION

- Applications should be submitted using the internet based online application system accessed via the EAPASA website www.eapasa.org by clicking on the blue 'Register' button, or directly at <https://registration.eapasa.org/>
- Please contact secretariat@eapasa.org if you have any queries about the registration process, or support@eapasa.org if you experience technical difficulties in completing the online application – emails to the support address go directly to the Board's IT service provider for the online registration system, BNRV-Digital.
- Certified copies of qualifications, where relevant, and your Portfolio of Evidence (PoE) must be uploaded as part of the application process.
- The Registrar will receive the application and assign two EAPASA Assessors to review the application, who will use RPL methods to assess the application.
- The Assessors will complete a report on their assessment of the applicant. The completed Assessor Report, together with the person's application, will be considered by the Registration Committee who will make a decision which is subsequently ratified by the EAPASA Board.
- This decision could be:
 - admission as a Registered EAP, or admission as a registered Candidate EAP;
 - refusal of admission to the Register as 'Not Yet Competent'; or
 - a request for further information, or that further evidence of competence be supplied – in such situations the application on the online registration system will be marked as 'Incomplete', and the system will send an email link to the applicant informing them that the application has been re-opened for the upload of requested documentation and/or any required changes to the Core Competencies.
- If an applicant is not registered as an EAP or Candidate EAP, specific reasons and recommendations will be provided in terms of further qualifications or work experience necessary to improve the required competencies.
- The outcome of the process will be formally communicated to applicants.
- Should you be dissatisfied with the decision made, you have the right to appeal the decision. The appeal process can be found in the EAPASA Constitution.

The table below summarises key aspects of the application and registration process.

| What to do? | By Whom? | How? |
|---|---------------------------|--|
| Understand the requirements to become a Registered EAP | Potential applicant | By using the web-based online registration system and this Applicant Guideline Manual |
| Complete application online and upload supporting documentation called the Portfolio of Evidence | Applicant | Upload to online registration system at https://registration.eapasa.org/ |
| The EAPASA Secretariat and Registrar check the submission to ensure that all the sections of the application are complete, together with the supporting documentation | Secretariat and Registrar | Access the submitted application online |
| Two anonymous accredited Outcomes-Based (including RPL) trained Assessors are selected to assess the application | Registrar | By applying standard criteria to avoid any conflict of interest or subjectivity (e.g. an applicant cannot be in the employ of a selected Assessor) |
| The applicant's information is made available to the two Assessors | Registrar | Via the online registration system |
| Assessors make a judgement / recommendation on the applicant | Assessors | A <u>standard Assessor Template Form</u> is completed in the process |

| | | |
|--|--|--|
| In some cases, a moderator will review the assessment and recommendation | Moderator | The Moderator will access the information from the online registration system A Moderator Form is completed |
| Recommendations are discussed at a Registration Committee meeting; a decision is made by the Registration Committee to certify the applicant as a Registered EAP or Candidate EAP, or not if application is unsuccessful | Registration Committee | Discuss Assessor Report and recommendations at Registration Committee meeting |
| All decisions reported to and ratified by the Board | Registration Committee Chairperson | At Board meetings, or by the Registrar via round robin email decisions |
| The successful applicant is notified and placed on the official EAP Register | Registrar | Letter to Registered EAP, and forwarding information about each registered professional to the South African Qualifications Authority (SAQA) for placing on their database |
| The applicant is registered as a Candidate EAP and placed on the official EAP Register | Registrar | Letter to Candidate EAP |
| Notified, if not qualifying | Registrar and Assessors write a letter, explaining why an application was not successful, with advice on improvements required | Letter to unsuccessful applicant |

6. GUIDANCE ON PERSONAL DETAILS, QUALIFICATIONS, AND WORK EXPERIENCE

Step 1: Personal Details

Please provide all your given names in the first box which says 'Name' and only your 'Surname' in the next box. The names must be exactly as they appear on your ID document (do not leave out any middle names) because EAPASA has to use your legal identity (and not nicknames) in our uploads of data on EAPs to the SAQA 'National Learners' Records Database' (NLRD) which is the information management system of the National Qualifications Framework. The request for gender, race and disability information is required to assist with transformation goals and as required by the NLRD,

Step 4: Qualifications

No academic qualifications have yet been accredited against the qualification standard for Environmental Assessment Practice (South African Qualifications Authority SAQA ID 61831 – see <http://allqs.saga.org.za/showQualification.php?id=61831>), as described in the Section 24H Registration Authority Regulations, which will only be achieved in the future. In the meantime, the Registration Committee of the Board will be using Recognition of Prior Learning (RPL) principles to assess applications for both Registered EAP and Candidate EAP status.

At present, please include whatever qualification(s) you have, in a range of disciplines, as all applications will be assessed using RPL principles, which accepts knowledge and skills gained from qualifications and/or experience. In future, degree programmes will need to be accredited against the EA Practice qualification standard by the statutory Quality Council. Once this accreditation has been achieved there will still be a place for RPL applications from certain individuals.

Proof of qualification(s) should be uploaded to the online registration system as a formal and Commissioner of Oaths certified copy of the certificate(s). If for some reason you do not have the original certificate, you will need to request this from your academic institution. There is a box on the online registration system which requires the certificate number which can be found on the back of the original certificate, and indicates the number of that particular degree out of those issued that year from a particular institution. Please note that some tertiary institutions do not have certificate numbers, and in such circumstances please enter a string of zeros.

Applicants for Candidate EAP status may also upload module/course outlines as supporting evidence for particular competencies. This is unlikely to be necessary for applicants for Registered EAP status who can draw on their practical experience in responding to the core competencies.

Proof of attendance at short courses does not need to be certified.

In exceptional circumstances, a signed and sworn Commissioner of Oaths certified affidavit may be used if no other evidence is available, providing whatever proof you have of attendance and/or qualification. Please provide reasons why you have to provide an affidavit.

Foreign nationals may apply. In order to register with EAPASA (as a South African institution), foreign applicants need to provide evidence of having appropriate professional experience gained from having completed or reviewed at least three Environmental Impact Assessments (EIAs) consistent with the requirements of the EIA Regulations in South Africa. While the Registration Committee of EAPASA does consider EIA experience obtained outside of South Africa to include 'transferable skills', in order to qualify for registration you would need to prove that you are conversant with and competent to undertake or review EIAs according to the EIA regulations under the National Environmental Management Act, Act 107 of 1998 as amended.

Foreign nationals must have their qualifications evaluated by the South African Qualifications Authority (SAQA) before applying to EAPASA, to prove equivalency to the relevant South African qualification, and proof thereof must be submitted as part of the application – see <http://www.saga.org.za/show.php?id=5741>
The applicant will further have to provide evidence showing sufficient knowledge of South African environmental assessment legislation.

Step 5: Work Experience

In the box that provides 600 words for each of the three primary cases you are using, please note that you are mainly expected to describe your role in each of the projects rather than cutting and pasting text from the abstract or summary of the EIA Report.

If your EIAs were undertaken more than 10 years ago, these projects may be used provided that they are coupled with proof of transferable skills from in-depth involvement in the field of EIA during the most recent 10 year period, which demonstrates the required level of competence.

7. GUIDANCE ON CORE COMPETENCIES AND PORTFOLIO OF EVIDENCE

- In applying for registration, you are required by subregulation 15(1)(b)(i) of the Section 24H Registration Authority Regulations to have “*at least three years appropriate professional experience*” and use “*at least three environmental impact assessments or reviews*” concluded in the past 10 year period. For consultant EAPs, ‘concluded’ is understood as a requirement that an EIA has been submitted to the Competent Authority (CA) but does not require that you have received and can submit to EAPASA the Environmental Authorisation. Proof of submission to the CA or receipt by the CA is nevertheless useful evidence for the Assessors.
- Your primary cases can also include substantive EIAs prepared prior to 1998 (which marked the legal regulation of EIA in South Africa) consistent with the ‘grandparent’ subregulation 15(1)(b)(ii) of the Section 24H Registration Authority Regulations. Applications under this category should combine “*at least three environmental impact assessments or reviews*” concluded more than 10 years ago, “*coupled with active, in depth involvement in the field of environmental impact assessment*” during the past 10 years, which demonstrates the required level of competence. This means that such an application should make reference to three ‘historical’ EIA cases (i.e. prepared before the 10 year period February 2010 to February 2020), and should also describe in equal measure the applicant’s involvement in the field of EIA in the most recent 10 year period. This involvement in EIA can include activities such as policy development, research and publication, and teaching, training, and mentoring of students and practitioners.
- Carefully select three cases that you will use in your application as your main body of evidence. You are, however, not limited to these three primary cases, and can draw on other supplementary cases to illustrate specific competencies provided you also attach these to your Portfolio of Evidence (PoE).
- Your selected three primary cases can include Basic Assessments or full EIAs prepared and reviewed in terms of the current and previous EIA regulations.
- Your primary cases can also include the preparation and review of EIA applications for mining activities submitted for authorisation under the December 2014 EIA regulations, when the environmental provisions of the Mineral and Petroleum Resource Development Act (MPRDA) were repealed, and EIAs for mining (prospecting, exploration and operations) were regulated under the 2014 EIA regulations of the National Environmental Management Act (NEMA). Pre-2014 environmental impact assessments for mining activities can only be used as supplementary cases, to illustrate certain competencies, over and above your three primary cases.
- Your primary cases can include Section 24G applications or the environmental assessments required for Waste Management Licence applications, provided they provide the opportunity to present substantive evidence in support of the core competencies.

- The Assessors require from the 600 word descriptions of each of your three primary cases the following information:
 - **Type of Assessment:** BA, EIA, S24G
 - **Short Description:** e.g. Electricity sub-station and associated transmission lines (400 and 765 kV)
 - **Date completed:** e.g. 2018
 - **Client:** e.g. Eskom
 - **Location:** e.g. Ashburton, Pietermaritzburg
 - **Role:** e.g. Project Manager and EAP.
- While the preparation and review of strategic environmental assessment instruments will not require registration as an EAP (as per the Section 24H Regulations), your experience in the preparation or review of Environmental Management Frameworks (EMFs) and/or Strategic Environmental Assessments (SEAs) (and their input to Spatial Development Frameworks) may be used to illustrate certain competencies in your application. If used, these types of cases must also be attached to your PoE.
- You should at least upload the whole Basic Assessment report (if that is one or more of your three cases); or the scoping report and the full EIA report of your cases and, if available, the associated Environmental Authorisations. You do not need to submit the specialist reports, unless there is an extract from one of them that you want to use to address a particular criterion. You can also attach other reports (or extracts), for example, an EMPr to assist in addressing core competency 4, and public participation documentation in order to answer the criteria in core competency 6.
- Please note that the purpose of providing evidence for registration is not only to show that you have been practicing as an EAP, but rather to prove that you have the knowledge, experience and skills to be a competent EAP. You are therefore requested to use to the full the text box for each criterion in the online registration system, as this is important evidence on which your application will be assessed in combination with your supporting documentation.
- Details of the core competencies and advice on the type of supporting documents you can upload to your PoE are contained in Step 6 of the online registration system <https://registration.eapasa.org/> Reference to EIA documentation should be interpreted to refer to applications and Environmental Authorisations, and any associated document assessing impacts and mitigation, on which a decision is based.
- All criteria listed below each core competency must be addressed in the online application. You need to motivate how you have met the competency, drawing on your experience - with reference to practical examples of your work/projects, along with your theoretical knowledge.
- In Step 6, please upload your supporting documentation to the section 'Portfolio of Evidence', which is situated at the bottom below Core Competency 6. You can then link particular document(s) and specific page number(s) to a competency by clicking '+ ADD REFERENCE' below each of the text boxes. In other words, you can only link a particular document to a particular competency if it has already been uploaded to

your PoE. This cross-referencing is important as it directs the Assessors attention and focuses their review of your application. The EAPASA Assessors are not expected to read through (from cover to cover) the documents you attach. You are also welcome to refer in your written response for a particular criterion to specific sections and/or page numbers of the documents attached as evidence.

- You are advised to use easily understood file names to ease the work of the Assessors to readily access relevant documents: this could be a numbering system e.g. Case 1 EIA Eskom Power Station, Case 1 EMPPr, Case 1 Public Participation document, Case 2 BA of Road, and a numbering system referring to for example Annexure 1 – CV, Annexure 2 – Signed EAPASA Code of Ethical Conduct.
- Please note that while there is no limit to the storage capacity of the online system to save your PoE, the system can only accept individual file sizes of up to 20Mb. Red borders in a section of the online registration system indicate missing items which you still need to upload. The system expects quality PDFs and some uploads do not succeed until the applicant uses reputable PDF software.
- The evidence provided must be appropriate, i.e. it must substantively and clearly address all of the core competencies and their associated assessment criteria. Your response must not be generalised or vague, but must be explicit in reflecting your specific role in the case. In instances where it is not clear that you were the main contributor to, or author of a document (e.g. an EIA report or an Environmental Authorisation) you should submit a written report providing a substantive description of your role. In such situations, a letter from your manager/supervisor confirming the extent and level of your involvement may be submitted as evidence.
- Please submit, as part of your PoE, your Curriculum Vitae (CV). Your CV should list those components of your job description that relate to your responsibilities for conducting aspects of EIAs, as well as a list of EIAs you have been responsible for undertaking or reviewing, and your role therein. However, when providing evidence in the text boxes of the online registration system, simply making mention of your job description or providing a list of EIAs will not be regarded as appropriate evidence in support of your competencies. In replying to the core competencies and their associated criteria, you have to provide clear responses to the questions posed and substantive information specific to the cases in which you have been involved.
- One of the advantages of the EAPASA application when compared to other registration bodies is that you do not need to rely on letters of recommendation from others but can prepare your own evidence drawing on your personal experience and records.
- Once all the sections of the online registration system are showing as complete, you will see a message at the top of the application overview page with the 'Submit Application' button.

EAPASA looks forward to receiving your application!
