

## EAPASA

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## Environmental Assessment Practitioners Association of South Africa

*Advancing environmental assessment practice in South Africa*



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## EAPASA Continuing Professional Development Record Sheet



Image source: <http://study5.info/www.cpd.org.html>

EAPASA Professional Development Committee

**Environmental Assessment  
Practitioners Association  
of South Africa**

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**Table 1: EAPASA CPD Requirements in 3 Categories**

<b>EAPASA Continuing Professional Development</b>		
<b>Categories</b>	<b>Activities and Credits</b>	<b>Minimum and Maximum Credits</b>
		Compulsory: Minimum 25 credits in 5 years
<b>Category 1</b>	<b>Environmental Assessment (EA) Professional Development</b>	
	<ul style="list-style-type: none"> <li>Activities as per List 1 overleaf: 10 hrs = 1 credit</li> </ul>	Compulsory: At least 5 credits over 5 years, no annual minimum
<b>Category 2</b>	<b>Work-Based EA Practise, including managerial activities and supervision of work-place Candidate EAPs</b>	
	<ul style="list-style-type: none"> <li>300 hours = 1 credit, or 600 hours = 2 credits</li> </ul>	Optional: Maximum 2 credits per year
<b>Category 3</b>	<b>Growing the EA Profession</b>	
	(a) Membership of an EAPASA recognised Voluntary Association <sup>1</sup> = 1 credit	Optional: Maximum 1 credit per year
	(b) Individual activities as per List 2 overleaf	Optional: Maximum 3 credits per year and 15 credits in 5 years
	(c) Career guidance for aspiring EAPs and mentorship of Candidate EAPs outside of one's organisation <ul style="list-style-type: none"> <li>10 hours = 1 credit</li> </ul>	Compulsory: Minimum 1 credit per year

<sup>1</sup> The Board of EAPASA has approved The South African Affiliate of the International Association of South Africa (IAIASa) as EAPASA's first recognised Voluntary Association.

## List 1: EAPASA CPD Activities in Category 1

Category 1: Environmental Assessment (EA) Professional Development		
Description of Activity	Typical Evidence	Credits
Attend EA related conferences, lectures, seminars, workshops or colloquiums	<ul style="list-style-type: none"> <li>• Conference, workshop or course programmes</li> <li>• Attendance registers</li> <li>• Any assignments submitted</li> <li>• Certificates awarded</li> <li>• Personal declaration of lessons learned</li> <li>• Tax invoices in receipt of payment</li> </ul>	<ul style="list-style-type: none"> <li>• 10 hours = 1 credit</li> <li>• Compulsory, but no annual minimum</li> <li>• At least 5 credits over the 5 year cycle</li> </ul>
Attend relevant meetings, workshops or courses of voluntary associations, competent authorities, or professional organisations		
Attend refresher or training courses		
Attend training seminars and workshops within your own organisation		

**List 2: EAPASA CPD Individual Activities in Category 3(b)** (continued overleaf)

<b>Category 3(b): Growing the EA Profession - Individual Activities</b>		
<b>Description of activity</b>	<b>Typical Evidence</b>	<b>Credits</b>
Presentations to conferences, workshops and seminars	Copy of brochures/programmes, with the presentation title and name of person, evidence of delivery	= 1 credit each
Publication of conference papers, professional or technical articles, industry standards or procedures (provided the latter not as service provider)	The actual publication in which the paper appears, acceptance letter from an editor or conference organiser	= 1 credit per publication per author
<i>Pro bono</i> EA work in support of sustainability, environmental and social advocacy bodies, including non-government organisations and community-based organisations	Minutes of meetings, letters of appointment, copies/records of any reports or written advice, attendance registers	= 1 credit for 10 hours
Involvement in statutory or professional bodies' or associations' boards, committees, working groups, focus groups, forums or panels, including internationally recognised organisations	Records of the organisation with which the involvement takes place, written confirmation from the recipient organisation	= 1 credit for 10 hours
Attain a relevant post-graduate qualification	Certified copy of qualification and academic records/transcripts of results	= 3 credits
Provide part-time training, tutoring, and/or guest lecturing, for instance present undergraduate lectures or postgraduate seminars at institutions of higher learning	Academic institution records, course notes presented, letter or email of invitation or appointment, receipts for payments received as a lecturer	= 1 credit for 10 hours

### Category 3(b): Growing the EA Profession - Individual Activities

Description of activity	Typical Evidence	Credits
External supervision of post-graduate student research	Letter of appointment, academic institution records	= 2 credits per graduate
External examination of postgraduate dissertations or academic programmes	Letter of appointment, examiners report	Honours = 1 credit; Masters and PhD = 2 credits, maximum of 2 credits per year
Co-ordinate and/or host short courses	Course programme, register of participants, records of the organisation	= 1 credit for 10 hours
Act as an accredited EAPASA Assessor, which requires undergoing EAPASA approved Recognition of Prior Learning training	Signed EAPASA-Assessor Memorandum of Agreement	= 3 credits per year

## Annexure A: Format for Continuing Professional Development Plan

Priority area for professional development, to meet re-registration requirements	Type of activity targeted to meet professional development need	Description of activity to be undertaken	Date / time of activity	Hours	Credits
e.g. evaluation of impact significance	e.g. training course	e.g. short course at local university	e.g. June 2019		
<b>Total Hours and Credits</b>					

## Annexure B: Continuing Professional Development Record Sheet

Name: \_\_\_\_\_ Email and Telephone contact details: \_\_\_\_\_

EAP Registration Number: \_\_\_\_\_ Five-year reporting period: \_\_\_\_\_

*I declare that all information on this form is true, accurate and complete to the best of my knowledge.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Category 1: EA Professional Development</b>					
CPD activity number <sup>2</sup>	Description of activity	Date / period of activity	Evidence	Hours spent on activity	Credits
<b>Category 2: Work-Based EA Practise</b>					
CPD activity number	Description of activity	Date / period of activity	Evidence	Hours spent on activity	Credits
<b>Category 3: Growing the EA Profession</b>					
CPD activity number	Description of activity	Date / period of activity	Evidence	Hours spent on activity	Credits

<sup>2</sup> This is simply a numbering system you choose for your own activities.



