

**Environmental Assessment  
Practitioners Association  
of South Africa**

*Advancing environmental assessment  
practice in South Africa*



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

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**MAY 2022**

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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 sub regulation 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 sub regulation 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 Bachelor's 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](mailto: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](mailto: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.

<b>Professional Fees for Environmental Assessment Practitioners</b>	<b>Gazetted Fees<sup>1</sup></b>
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

<sup>1</sup> 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:

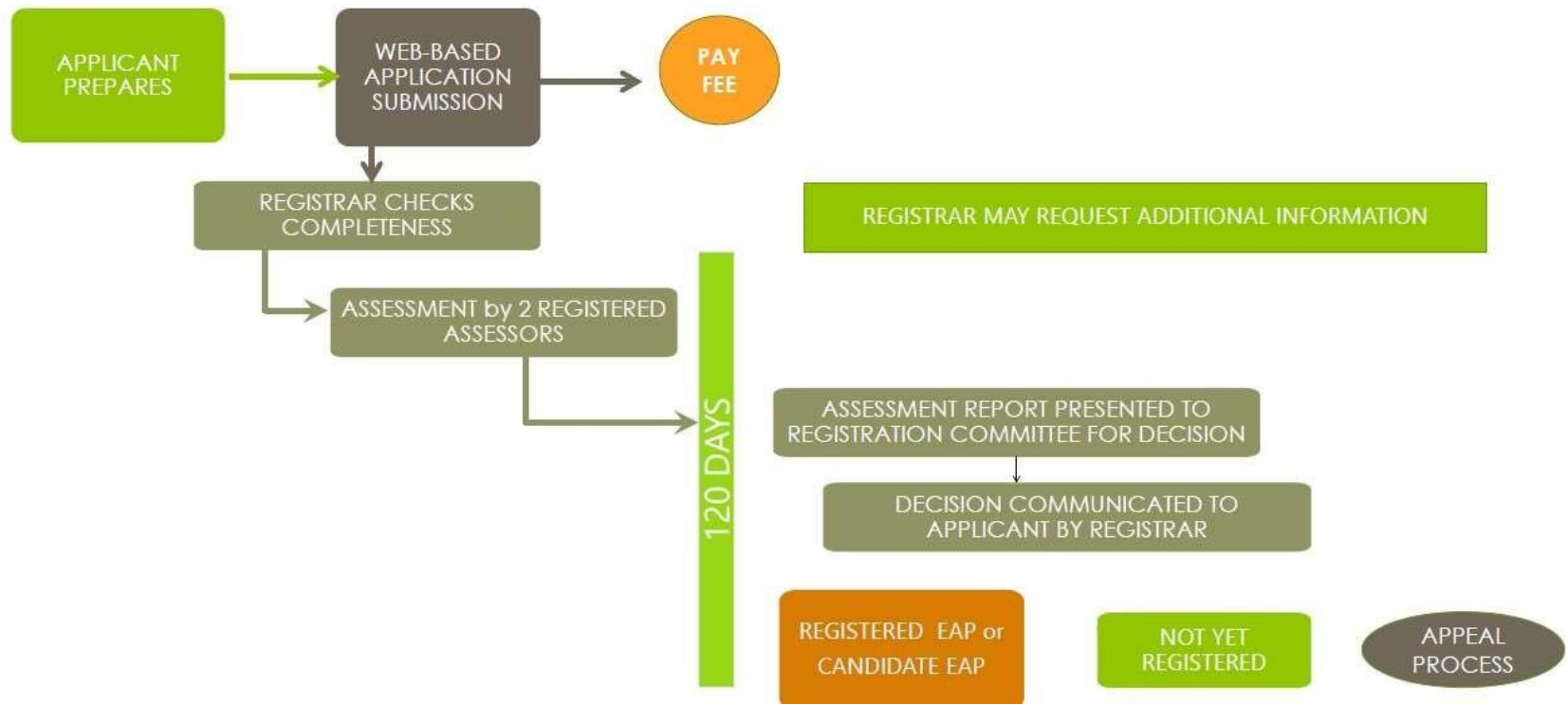
1. Environmental Assessment Practitioners shall carry out their professional activities in compliance with relevant environmental legislation and, as far as reasonable and practical, in accordance with the principles of sustainable development and in compliance with the National Environmental Management 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](http://www.eapasa.org) by clicking on the blue 'Register' button, or directly at <https://registration.eapasa.org/>
- Please contact [secretariat@eapasa.org](mailto:secretariat@eapasa.org) if you have any queries about the registration process, or [support@eapasa.org](mailto: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 <a href="https://registration.eapasa.org/">https://registration.eapasa.org/</a>
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 three boxes 'Name' 'Middle Name' and 'Surname'. If you have one or more middle names, please enter these names in the 'Middle Name' box. If you only have a first name and surname, the 'Middle Name' box will be empty. The names must be exactly as they appear on your ID document (please 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.saqa.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.saqa.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 sub regulation 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’ sub regulation 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 a 600 word description of each of your three primary cases in addition to the following information:
  - **Type of Assessment:** BA, EIA, S24G
  - **Short Description:** e.g., Electricity sub-station and associated transmission lines(400 and 765 kV) (maximum 50 words)
  - **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/> and in Section 8 of this document (on page 20). 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!

**Environmental Assessment  
Practitioners Association  
of South Africa**

*Advancing environmental assessment  
practice in South Africa*



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**CORE COMPETENCIES**  
for users of the  
**EAPASA Online Registration System**

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## 8. CORE COMPETENCIES 1 TO 6 AND TYPICAL EVIDENCE FOR REGISTERED EAPS

<b>Core Competency 1</b>	
<b>Explain your conceptual understanding of the environment, sustainable development, environmental assessment, and integrated environmental management.</b>	
a.	Explain that you have knowledge and understanding of the concept of sustainable development with regard to its origins, content, imperatives, ethical bases and implications.
b.	Demonstrate that you have knowledge and understanding of the concept of environmental management including its history, purpose and role in promoting sustainable development, the cycle of activities (plan, implement, check and review), the tools used, and the legal/administrative context for integrated environmental management in South Africa.
c.	Explain that you have knowledge and understanding of the concept of environmental assessment in terms of its history, purpose and role in promoting sustainable development, including Environmental Impact Assessment, Strategic Environmental Assessment and/or Sustainability Assessment.
d.	Explain that you have knowledge and understanding of the systems and processes of the environment and its complex interlinkages; and the principles and requirements that facilitate sustainability within these systems.
Typical Evidence	
<p>Provide a short description of your engagement with, and understanding of, environmental assessment. Please note that this criterion contains a number of elements that you are expected to address. Discussion of the differences between Environmental Impact Assessment (EIA) and Strategic Environmental Assessment (SEA) and other tools does not have to be supported by practical examples, unless you have undertaken an SEA in which case you are welcome to draw on this experience. This description may be supported by evidence such as:</p> <ul style="list-style-type: none"> <li>• Relevant course content (e.g. assignments, essays) undertaken as part of a qualification or short course dealing with environmental assessment.</li> <li>• Guideline/policy/strategy on environmental assessment that you were responsible for preparing, or in which you participated as a core member of the team.</li> </ul> <p>A published article or conference paper that you wrote or co-authored, or a</p>	

presentation you gave, on topics related to environmental assessment

The environment is broadly defined to include the biotic, abiotic, social, economic, political, institutional, cultural and built environments.

Provide a short description of your knowledge and understanding of the systems and processes of the environment. This description may include the following:

- Relevant course content (e.g., assignments, essays) undertaken as part of a qualification or short course dealing with environmental management.
- A written account of an EIA you prepared or reviewed, which reflects your understanding of the environment as a set of related systems which are complex and dynamic; your recognition of the linkages between the component parts of the environment; and your insight into the principles that facilitate sustainability.

**Core Competency 2**  
**Demonstrate the ability to think critically, holistically, systemically, systematically, spatially and in an integrative manner and to discern what is relevant to decision-making.**

a.	<b>Explain and show</b> how you have analysed inter-relationships between the component parts of the environment and applied this in environmental assessment, in determining limits of acceptable change and establishing the resilience or vulnerability of the environment and affected persons.
b.	Discuss how you have critically evaluated and synthesised information from various sources ( <b>including but not limited to literature reviews, specialist studies, research findings, public input; or reviewed the adequacy thereof</b> ) to determine the effects/impacts of a development proposal, in order to inform decision-making or in preparing a decision.
c.	Demonstrate how you have interpreted the relevance of environmental and planning legislation, policies and processes to specific environmental assessment cases.

Typical Evidence

- Please refer to preferably more than one of your main EIA cases, or another EIA you have undertaken, to demonstrate competency for this criterion. Ensure that you reference specific sections of the cases that are most relevant.
- Evidence can include the preparation of, or comments on, a scoping report, an environmental impact report or an environmental authorisation; especially the key factors or conditions of approval which dealt with inter-relationships and linkages between the component parts of the environment, limits of acceptable change and/or thresholds.

The following can be submitted in addition to, and in support of, the above evidence:

A published article or conference paper that you wrote or co-authored, or a presentation you gave, on resilience, vulnerability, and limits of acceptable change.

The various **sources of information** include literature reviews, indigenous, traditional, and local knowledge, specialist studies, and environmental assessment reports, for use in the assessment stage or in the preparation of an environmental authorisation.

- If you are an EAP consultant, please refer to preferably more than one of your main EIA cases, or another EIA you have undertaken, to demonstrate how you evaluated and synthesized information to determine impacts and thereby inform decisions on development proposals. Ensure that you reference specific sections of the cases that are most relevant.
- If you are an EAP official, please refer to preferably more than one of your main EIA cases, or another EIA you have reviewed, which reflects your ability to consider information from various sources in reviewing and evaluating the application, for the formulation of a final decision and the preparation of conditions of approval.

The following can be submitted in addition to, and in support of, the above evidence:

- A published article or conference paper that you wrote or co-authored, or a presentation you gave, on impact assessment for decision-making.
- Discussion of responsibility for, or involvement in, the preparation or review of EMFs, SEAs, or other environmental policy initiatives with regard to this criterion, making reference to the relevant section of any attached documents.

The environmental and planning legislation and policies to be interpreted include, but are not limited to, international environmental legal instruments, protocols and conventions, national acts, sub-ordinate legislation, policies and guidelines.

Processes include planning, re-zoning, institutional, legal and regulatory.

### **Core Competency 3**

#### **Demonstrate the ability to identify and apply environmental assessment and management procedures and methods.**

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| a. | Describe a scoping and/or <b>screening</b> process that you conducted or reviewed, to identify potential impacts and alternatives. Indicate how you |
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	judged which specialist inputs are required for a scoped assessment, including the compilation or review of specialist terms of reference.
b	Show how you have predicted and assessed anticipated impacts and their significance or reviewed the adequacy thereof.
c	Show how you have formulated measures to mitigate and manage impacts, or reviewed the adequacy thereof, applying the impact mitigation hierarchy, i.e. impact prevention, reduction, rehabilitation and restoration, and compensation.
d.	Demonstrate that you have prepared reasoned opinions and made recommendations on the need and desirability of a development proposal and its alternatives, based on an evaluation (either qualitatively or quantitatively, or both) of sustainability, including consideration of impacts, risk to physical, ecological, social and economic systems, mitigation options and likely benefits.
<b>Typical Evidence</b>	
<p>The <b>scoping process</b> can be considered to include environmental and social scanning, site inspection, identification of and rationale for inclusion or dismissal of impacts, required level of assessment, societal values, and community concerns. The judgement that leads to a <b>scoped assessment</b> includes, but is not limited to, if and when specialist input is required and its nature, whether studies or advice. <b>Specialist terms of reference</b> include the scale and scope of a study, key questions to be answered, and management details.</p> <ul style="list-style-type: none"> <li>• If you are an EAP consultant, please refer to preferably more than one of your main EIA cases, or another EIA you have undertaken, to demonstrate your ability to conduct a scoping process. Ensure that you reference the specific sections of the cases that are most relevant.</li> <li>• If you are an EAP official, please refer to preferably more than one of your main EIA cases, or another EIA you have reviewed, which reflects your ability to review a scoping report. You may include correspondence with substantive content, for example, your letter of comment on a scoping report. Note that a letter that merely accepts a scoping report does not demonstrate ability to review a scoping process.</li> </ul> <p>The following can be submitted in addition to, and in support of, the above evidence:</p> <ul style="list-style-type: none"> <li>• A published article or conference paper that you wrote or co-authored, or a presentation you gave</li> <li>• Preparation or review of EMF/SEA processes, where you identified or</li> </ul>	

reviewed the adequacy of specified management, monitoring and enforcement measures

**Core Competency 4**  
**Demonstrate the ability to manage and review environmental assessment and management procedures and methods and manage and monitor the implementation of projects.**

a.	Demonstrate that you have effectively organised your own activities and managed the activities of others, in defining tasks, setting and meeting timeframes and deadlines, or reviewed the adequacy thereof.
b.	Demonstrate that you have conducted managerial/internal, peer, public or authority reviews, to determine the adequacy of environmental assessment procedures, processes, methods and reports; for quality assurance and to determine whether they provide the information necessary for recommendations and decision-making.
c.	Demonstrate that you have identified, specified and/or implemented management, monitoring and enforcement procedures related to Environmental Management Programmes or Environmental Management Systems, including but not limited to procedures, protocols and environmental audits, or reviewed the adequacy thereof; to ensure compliance with the recommendations of an environmental assessment and/or conditions of approval in an environmental authorisation, towards the achievement of adaptive environmental management.

**Typical Evidence**

- If you are an EAP consultant, please refer to preferably more than one of your main EIA cases, or another EIA you have undertaken, to demonstrate your ability to:
- Act as an effective member/leader of an interdisciplinary environmental assessment team.
  - Interact successfully with the development team and a range of commenting and competent authorities.
  - If you are an EAP official, please refer to preferably more than one of your main EIA cases, or another EIA you have reviewed, which reflects your ability to:
    - Act as an effective member/leader of a team of officials.
    - Interact with and effectively advise an applicant and his or her EAP consultant.
    - Coordinate application and authorisation processes and integrate with the process requirements of a range of other authorities.
  - All EAPs need to show evidence of having the ability to:



Act efficiently in defining tasks, and in setting and meeting timeframes and budgetary requirements.

The following can be submitted in addition to, and in support of, the above evidence:

- A published article or conference paper that you wrote or co-authored, or a presentation you gave, related to the implementation of management, monitoring and enforcement procedures in Environmental Management Programmes or Environmental Management Systems.
- Preparation or review of EMF/SEA processes, where you identified or reviewed the adequacy of specified management, monitoring and enforcement measures

**Core Competency 5**  
**Demonstrate the ability to conduct applied research in a specific context.**

a.	Demonstrate that you have conceptualised an environmental problem, formulated key questions to be assessed, or reviewed the adequacy thereof, in order to specify topics for investigation.
b	Describe how you applied procedures and methods, or reviewed the adequacy thereof, in Environmental Impact Assessment, Strategic Environmental Assessment and/or Sustainability Assessment. Demonstrate that you have knowledge and experience of which methods are appropriate in specific contexts.

Typical Evidence

The following can be submitted in addition to, and in support of, the above evidence:

- A published article or conference paper that you wrote or co-authored, or a presentation you gave, on the research questions you posed to address environmental problems.
- Evidence of your preparation or review of the terms of reference for investigations, identifying challenges and requesting additional information, and making recommendations to resolve problems.

A summary of your involvement in the compilation or review of SEAs, EMFs or other environmental policy initiatives that demonstrates your ability to formulate research questions for a problem to be addressed. Please refer to the relevant sections of any attached documents, which may include the task proposal or terms of reference, and/or the final report. If you were not primarily responsible for the initiative, then your written input into the initiative should preferably be attached as evidence

- If you are an EAP consultant, please refer to preferably more than one of your main EIA cases, or another EIA you have undertaken, to demonstrate your

ability to develop and implement a methodology for environmental assessment, by identifying and selecting methods and techniques to gather, analyse and interpret data relevant to a specific proposal. Ensure that you attach the specific cases as documentary evidence, and provide reference to pertinent sections of the study reports; or attach and refer to specific letters or minutes of meetings.

- If you are an EAP official, please refer to preferably more than one of your main EIA cases, or another EIA you have reviewed, which reflects your ability to review the methodologies proposed for environmental assessments. Minutes of meetings can provide a further source of evidence where you discussed and advised the EAP consultant and the applicant on suitable methodological approaches.

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<p><b>Core Competency 6</b></p> <p><b>Demonstrate the ability to conduct a public participation process that meets communication and socio-economic requirements at all levels through environmental reporting processes, stakeholder engagement and conflict management.</b></p>	
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a.	Show how you have identified and used written and verbal communication, using language that is simple, clear and appropriate to audience needs.
b.	Demonstrate that you have planned and conducted inclusive, enabling, impartial and transparent stakeholder (including the public) engagement processes that are meaningful, or reviewed the adequacy thereof.
c.	Demonstrate that you have written reports e.g., the Comments & Response Register (CRR) by synthesizing information from various sources on public interest and socio-economic aspects, including but not limited to literature reviews, specialist studies, research findings, public input; or reviewed the adequacy thereof.

<p>Typical Evidence</p>	
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In the context of this criterion, **written and verbal communication** includes consideration of appropriate formats and media; the dissemination of information through meetings, presentations, workshops and documents; obtaining inputs, and feedback processes. Specialists and professionals can include, but are not limited to, scientists, planners, engineers, lawyers, landscape architects, and urban designers.

- If you are an EAP consultant, please refer to preferably more than one of your main EIA cases, or another EIA you have undertaken, to demonstrate your ability to engage with applicants, stakeholders including the public, a range of specialists and professionals, and officials in commenting and decision-making authorities. Ensure that you attach the specific cases as documentary evidence, and provide reference to pertinent sections of the study reports; or attach and refer to specific letters or minutes of meetings.
- If you are an EAP official, please refer to preferably more than one of your main EIA cases, or another EIA you have reviewed, which reflects your ability to engage with applicants and their EAP consultants, stakeholders including the public, a range of specialists and professionals, and officials in other authorities. Minutes of meetings can provide a further source of evidence where you interacted and advised the applicant and EAP consultant.

The following can be submitted in addition to, and in support of, the above evidence:

- A published article or conference paper that you wrote or co-authored, or a presentation you gave, demonstrating your ability to communicate on any subject matter related to environmental assessments at a strategic or project level.
- A summary of your involvement in the compilation or review of SEAs, EMFs or other environmental policy initiatives that demonstrates your involvement in stakeholder engagement processes. Please refer to the relevant sections of any attached documents, which may include the task proposal or terms of reference, and/or the final report. If you were not primarily responsible for the initiative, then your written input into the initiative should preferably be attached as evidence.

9. CORE COMPETENCIES 1 TO 6 AND TYPICAL EVIDENCE FOR CANDIDATE EAPS

<b>Core Competency 1</b>	
<b>Explain your conceptual understanding of the environment, sustainable development, environmental assessment, and integrated environmental management.</b>	
a.	Explain that you have knowledge and understanding of the concept of sustainable development with regard to its origins, content, imperatives, ethical bases and implications.
b.	Explain that you have knowledge and understanding of the concept of environmental assessment in terms of its history, purpose and role in promoting sustainable development, including Environmental Impact Assessment, Strategic Environmental Assessment and/or Sustainability Assessment.
Typical Evidence	
<p>Please provide evidence of your engagement with, and understanding of, sustainability. Provide a short description of your engagement with, and understanding of, environmental management. Please note that this criterion contains several elements that you are expected to address including Environmental Impact Assessment, Strategic Environmental Assessment and/or Sustainability Assessment.</p> <p><u>This discussion may be supported by evidence including:</u></p> <p>Relevant course content (e.g., assignments, essays) undertaken as part of a qualification or short course dealing with sustainability.</p> <p>Guideline/policy/strategy on sustainability that you were responsible for preparing, or in which you participated as a core member of the team.</p> <p>A published article or conference paper that you wrote or co-authored, or a presentation you gave, on the topic of sustainable development.</p>	

<b>Core Competency 2</b>	
<b>Demonstrate the ability to think critically, holistically, systemically, systematically, spatially and in an integrative manner and to discern what is relevant to decision-making.</b>	
a.	Explain and show how you have analysed inter-relationships between the component parts of the environment and how information from various sources (including but not limited to literature reviews, specialist studies, research findings, public input; or reviewed the adequacy thereof) can be used to determine the effects/impacts of a development proposal
b.	Explain how environmental and planning legislation, policies and processes is applied to specific environmental assessment cases.
Typical Evidence	
<p><u>This discussion may be supported by evidence including:</u></p> <p>Relevant course content (e.g., assignments, essays) undertaken as part of a qualification.</p> <p>The environmental and planning legislation and policies to be interpreted include, but are not limited to, international environmental legal instruments, protocols and conventions, national acts, sub-ordinate legislation, policies and guidelines. Processes include planning, re-zoning, institutional, legal and regulatory.</p>	
<b>Core Competency 3</b>	
<b>Demonstrate the ability to identify and apply environmental assessment and management procedures and methods.</b>	
a.	Describe a scoping and/or screening process that is used to identify potential impacts and alternatives. Indicate how specialist inputs are identified for a scoped assessment.
b.	Explain how anticipated impacts and their significance are predicted and assessed and furthermore how the predicted significant impacts are mitigated and/or managed.
Typical Evidence	
The <b>scoping</b> process can be considered to include environmental and social	

scanning, site inspection, identification of and rationale for inclusion or dismissal of impacts, required level of assessment, societal values, and community concerns. The judgement that leads to a scoped assessment includes, but is not limited to, if and when specialist input is required and its nature, whether studies or advice. Specialist terms of reference include the scale and scope of a study, key questions to be answered, and management details.

If you are an EAP consultant, please refer to preferably more than one of your main EIA cases, or another EIA you have undertaken, to demonstrate your ability to conduct a scoping process. Ensure that you reference the specific sections of the cases that are most relevant.

If you are an EAP official, please refer to preferably more than one of your main EIA cases, or another EIA you have reviewed, which reflects your ability to review a scoping report. You may include correspondence with substantive content, for example, your letter of comment on a scoping report. Note that a letter that merely accepts a scoping report does not demonstrate ability to review a scoping process.

**Impacts** include direct, indirect, secondary, cross-media, and cumulative; significance is determined using criteria which include magnitude, extent, spatial distribution, social equity, intensity, duration, nature, probability, status, risks, irreplaceability, irreversibility, limits of acceptable change, efficiency of resource use, loss of natural capital, livelihood sufficiency, inter-and intra-generational equity, the precautionary principle, trade-offs, and international, national, provincial, or local significance.

The following can be submitted in addition to, and in support of, the above evidence:

A published article or conference paper that you wrote or co-authored, or a presentation you gave, related to the scoping process of an EIA or other forms of impact assessment.

**Core Competency 4**

**Demonstrate the ability to manage and review environmental assessment and management procedures and methods and manage and monitor the implementation of projects.**

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| a. | Explain how you effectively organised your own activities and managed the activities of others. What is the importance of defining tasks, setting and |
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	meeting timeframes and deadlines.
b.	What are Environmental Management Programmes or Environmental Management Systems. How are Environmental Management Programmes or Environmental Management Systems used to manage, monitor and enforcement procedures for an environmental development, including but not limited to procedures, protocols and environmental audits to ensure compliance with the recommendations of an environmental assessment and/or conditions of approval in an environmental authorisation, towards the achievement of adaptive environmental management.
<b>Typical Evidence</b>	
<p>If you are an EAP consultant, please refer to preferably more than one of your main EIA cases, or another EIA you have undertaken, to demonstrate your ability to:</p> <p>Act as an effective member/leader of an interdisciplinary environmental assessment team.</p> <p>Interact successfully with the development team and a range of commenting and competent authorities.</p> <p>If you are an EAP official, please refer to preferably more than one of your main EIA cases, or another EIA you have reviewed, which reflects your ability to:</p> <p>Act as an effective member/leader of a team of officials.</p> <p>Interact with and effectively advise an applicant and his or her EAP consultant.</p> <p>Coordinate application and authorisation processes and integrate with the process requirements of a range of other authorities.</p> <p>All EAPs need to show evidence of having the ability to:</p> <p>Act efficiently in defining tasks, and in setting and meeting timeframes and budgetary requirements.</p>	
<b>Core Competency 5</b>	
<b>Demonstrate the ability to conduct applied research in a specific context.</b>	
a.	Explain how you have conceptualised a problem, formulated key questions to be assessed in order to specify project areas for environmental

	investigation.
b.	Explain how procedures and methods can be applied in Environmental Impact Assessment, Strategic Environmental Assessment and/or Sustainability Assessment.
Typical Evidence	
<p>The following can be submitted in addition to, and in support of, the above evidence:</p> <p>A published article or conference paper that you wrote or co-authored, or a presentation you gave, on the research questions you posed to address environmental problems.</p> <p>Evidence of your preparation or review of the terms of reference for investigations, identifying challenges and requesting additional information, and making recommendations to resolve problems.</p>	
<b>Core Competency 6</b>  <b>Demonstrate the ability to conduct a public participation process that meets communication and socio-economic requirements at all levels through environmental reporting processes, stakeholder engagement and conflict management.</b>	
a.	Explain how the use of written and verbal communication is identified, using language that is simple, clear, and appropriate to audience needs.
b.	Explain how an inclusive, enabling, impartial and transparent stakeholder (including the public) engagement processes that is considered effective, is conducted.
Typical Evidence	
<p>In the context of this criterion, written and verbal communication includes consideration of appropriate formats and media; the dissemination of information through meetings, presentations, workshops and documents; obtaining inputs, and feedback processes. Specialists and professionals can include, but are not limited to, scientists, planners, engineers, lawyers, landscape architects, and urban planners.</p>	



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