

APPLICATION FOR THE REGISTRATION OF ADDITIONAL PROFESSIONAL DESIGNATION(S) FOR PROFESSIONAL BODIES ALREADY RECOGNISED BY SAQA

Employee Assistance Professionals Association of South Africa (EAPA-SA)

BACKGROUND

The SAQA Board recognised the Employee Assistance Professionals Association of South Africa (EAPA-SA) as a Professional Body at its meeting on 17 July 2013.

EAPA-SA has registered the following designations:

- Employee Assistance Practitioner
- Employee Assistant Professional

ADDITIONAL DESIGNATIONS TO BE REGISTERED

The criteria for the awarding of the additional Professional Designation below comply with the SAQA *Policy & Criteria for Recognising a Professional Body and Registering a Professional Designation for the Purposes of the National Qualifications Framework Act, Act 67 of 2008* and the designation complements those already registered, creating a designation pathway.

Designation Title: Employee Assistance Coordinator

Underlying Qualification(s)	In any of the subject areas of Health, Social and Business Sciences, the following qualifications: <ul style="list-style-type: none"> • Diploma at NQF Level 6 or; • Advanced Certificate at NQF Level 6 or; • Occupational Certificate at NQF Level 6 or; • Comparable qualification at NQF Level 6 • Comparable foreign qualification evaluated by SAQA and equivalent to a Level 6 qualification on the South African NQF
Experiential Learning and Practical Experience	Applicants with the underlying NQF Level 6 qualification or its equivalent must have at least two years' demonstrable work experience within an Employee Assistance environment.
Board/ Admission Examination/Assessment	Applicants are required to submit a verified Portfolio of Evidence and a complete Curriculum Vitae or résumé.
Continuing Professional Development (CPD) Requirements	Designees must obtain at least 15 CPD points per calendar year of acceptable CPD learning activities which are relevant to their work. One CPD point is equal to one hour. At least ten points must be verifiable points. Two of the verifiable points must be ethics-related. A point will be verifiable if the member can prove that he or she was involved in an acceptable CPD learning activity. A point will be non-verifiable if the member is unable to prove that learning has taken place
Application of Recognition of Prior Learning (RPL)	The applicant must submit a portfolio of evidence of his/her previous work experience and educational achievements in support of the application. The Portfolio of Evidence should comprise of: <ul style="list-style-type: none"> • A comprehensive CV • Details of relevant work experience or job description

	<p>indicating dates and places where experience was Obtained.</p> <ul style="list-style-type: none"> • List of relevant training courses attended - including name of provider, name of course, attendance dates and what was learned against the published learning outcomes • Copies of all qualifications and or certificates of membership and • A testimonial from the previous employer/supervisor or any other relevant documentation
<p>Designation competences:</p> <ul style="list-style-type: none"> • providing Employee Assistance information; • identifying and checking of documents; • ensuring that Employee Assistance organisational documents comply with the relevant legislation and regulations; • stakeholder relations; • Implementation of interventions. 	

Designation Title: Employee Assistance Specialist

Underlying Qualification(s)	<p>The qualification must be related to the Employee Assistance Professionals (EAP) discipline and could be located in any of the subject areas of Health, Social and Business Sciences. The following qualification types, in the mentioned subject areas, applies:</p> <ul style="list-style-type: none"> • Masters degree at NQF Level 9 or; • Masters degree (Professional) at NQF Level 9 or; • Doctoral degree at NQF Level 10 or; • Doctoral degree (Professional) at NQF Level 10 or; • Comparable foreign qualification evaluated by • SAQA and equivalent to a Level 9 or 10 qualification on the South African NQF
Experiential Learning and Practical Experience	<p>Applicants with the underlying qualification at NQF Level 9 or 10 must have at least five years' demonstrable leadership/ senior management experience within an Employee Assistance environment.</p>
Board/ Admission Examination/Assessment	<p>Applicants are required to submit a verified Portfolio of Evidence and a complete Curriculum Vitae or résumé. The EAPA-SA Board may also subject applicants to an interview prior to being awarded the Employee Assistance Specialist designation.</p>
Continuing Professional Development (CPD) Requirements	<p>Designees must obtain at least 25 CPD points per calendar year of acceptable CPD learning activities which are relevant to their work. One CPD point is equal to one hour. At least 20 points must be verifiable points. Two of the verifiable points must be ethics-related. A point will be verifiable if the member can prove that he or she was involved in an acceptable CPD learning activity. A point will be non-verifiable if the member is unable to prove that the CPD learning activity has taken place.</p>
Application of Recognition of Prior Learning (RPL)	<p>EAPA-SA's RPL Policy applies. The applicant must submit a portfolio of evidence of his/her previous work experience and educational achievements in support of the application. The</p>

	<p>Portfolio of Evidence should comprise of-</p> <ul style="list-style-type: none"> • A comprehensive CV • Details of relevant work experience or job description indicating dates and places where experience was obtained • List of relevant training courses attended - including name of provider, name of course, attendance dates and what was learned • Copies of all qualifications and or certificates of membership and • A testimonial from the previous employer/supervisor or any other relevant documentation.
<p>Designation competences:</p> <ul style="list-style-type: none"> • the design and implementation of Employee Assistance programmes; • strategic management of Employee Assistance programmes; • strategic stakeholder engagement and management; • researching and reporting on factors influencing Employee Assistance performance; • analysing competitors and market trends; • oversees clinical services; • provide EAP training and consulting • strategic advisor to C-level executives and policy-makers. 	

Designation Pathway

- **Employee Assistance Coordinator**
- Employee Assistance Practitioner
- Employee Assistance Professional
- **Employee Assistance Specialist**

RECOMMENDATION

It is recommended that the following additional EAPASA Professional Designation be registered on the NQF:

Designation Title
Employee Assistance Coordinator
Employee Assistance Specialist

Cleo Radebe
Deputy Director: Registration and Recognition