



Employee Assistance Professionals Association of South Africa:
An Association for Professionals in the field of Employee Assistance Programmes
EAPA-SA

**EMPLOYEE ASSISTANCE PROFESSIONALS ASSOCIATION OF SOUTH
AFRICA (EAPA-SA)
GUIDE FOR PROFESSIONAL DESIGNATION.**

FEBRUARY 2013

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ABOUT THIS GUIDE

The Guide to Certifications provides an overview of a wide broad range of professional designations in the field of Employee Assistance Programme (EAP). Descriptions found in this document are solely based on publicly available information provided by the Employee Assistance Professionals Association of South Africa (EAPA-SA) and is only applicable within the South African context.

The Guide to Certifications is published for informational purposes and reference only and is provided without any warranty or guarantee. Certification requirements are changing continually. Certification seekers should always contact the sponsoring organisation to verify requirements and obtain the most current information. Most certifications require application and examination fees. Continuing education is almost always necessary to maintain certifications, and fees may be charged to renew them.

THE VALUE OF CERTIFICATIONS

The reality today is that EAP operate in a dynamic environment where the needs of communities grow, rapidly changing technologies and the demands on professionals becomes increasingly complex. All these global trends have heightened the demand for Employee Assistance (EA) Professionals and Practitioners who possess advanced skills and have demonstrated their expertise and commitment to on-going education by earning a professional designation.

Maintaining industry recognised accreditations can provide numerous benefits, including improved career prospects and enhanced earning power. It is an undisputable fact that certifications are valuable for EA Practitioners and

Professionals' career advancement. Not only can certifications help individuals differentiate themselves in the market place, but they also serve as an indicator to employers that a potential hire has the requisite skills to perform a specific job or service. Thus many employers support on-going learning and accreditation for their employees to develop a more skilled workforce. Therefore, certification can become a definite predictive criterion for successful job performance.

In the years ahead, organisations are likely to place even more value on certification as means of differentiating top candidates. Employers are likely to look to those who can demonstrate their knowledge in niche areas through a combination of work experience and the formal training and education gained during the certification process.

PROFESSIONAL DESIGNATION

EAPA-SA would like to make a clear distinction between three broad professional categories which exist as outlined hereunder:

Employee Assistance Practitioner- this category applies to a person who meets the minimum requirements to perform EA specific duties. The educational qualifications shall include a three year Bachelor's degree in Behavioural / Social Science, B- cur, B-Tech in Occupational Health and Safety or a higher diploma in nursing, HR or equivalent. This is an entry grade into the EA profession clearly marked by two years of working experience in the relevant field. This level may be equivalent to NQF Level 7 in terms of the South African Qualification Authority (SAQA) qualification framework. Certification by other accredited councils or Professional Board may also serve as an advantage. In order to be certified as an EA Practitioner, the candidate must meet the following criteria:

CRITERIA	DETAILS
Educational Qualification(s)	3-years B-Degree in Behavioural / Social science,



	Higher Diploma in occupational nursing, B-Tech Occupational Health, B-Cur, Degree in HR.
Working experience	At least two years of EAP related experience
Board Examination (Optional)	To be developed
CPD points	20
Code of conduct	EAPA-SA Code of Ethics and Standards
Fee	Full payment of membership

Any person who wishes to be certified as an EA Practitioner will have to make a written application to EAPA-SA Board and attach the following documentation:

- Application letter(**Designation Application Form- EAPA-SA**)
- Curriculum vitae
- Copies of educational qualifications
- Certified copy of ID document
- Proof of CPD attendance
- Copy of registration certificates with other professional bodies.

Employee Assistance Professional- this category applies to a person who meets the minimum requirements to perform EA specialised functions **including therapeutic services**. The educational qualifications shall include a Masters or PHD degree but not limited to Behavioural/ Social Science or equivalent. This is an advanced grade into the EA profession clearly marked by at least (5) five years working experience in the relevant field. Registration with the statutory councils (SACSSP, HPCSA or SANC) is a requirement. Certification by other accredited councils or professional board may also serve as an advantage. This level may be equivalent to NQF Level 9 in terms of the South African Qualification Authority (SAQA) qualification framework. In order to be certified as EA Professional, the candidate must meet most of the following criteria:

CRITERIA	DETAILS
Educational Qualification(s)	Masters or PHD Degree in the relevant field, Statutorily Certified/ Registered to render therapeutic services.
Working experience	5 years working experience in the relevant field.
Board Examination (Optional)	To be developed
CPD points	20 or as required by other statutory council
Code of conduct	EAPA-SA Code of Ethics and Standards
Published journals, served articles (Optional)	
Fee	Full payment of membership

Any person who wishes to be certified as an EA Professional will have to make a written application to EAPA-SA Board and attach the following documentation:

- Application Form (**Designation Application Form: EAPA-SA**)
- Curriculum vitae
- Copies of educational qualifications
- Certified copy of ID document
- Proof of CPD attendance
- Copy of registration certificates with other professional bodies.

Employee Assistance Non-Professional Designation.

This involves a category of members registered with EAPA-SA who do not belong to any of the two designations listed above nor registered with the statutory councils. These include a community of EAP members who are passionate about the field. In practice, they are often referred to as EAP coordinators and they possess other qualifications either than EAP related qualifications, such as HR. They are encouraged to enrol for EAP relevant studies in order to be certified accordingly. In

this category of designation, members are expected to acquire a relevant qualification within a minimum period of three-five (3-5) years in order to achieve one of the designations listed above.

TASK TEAM MEMBERS

The EAPA-SA Professional Designation document was formulated by the following task team members:

Mr Mamaila T	-	EAPA-SA President (Your Purpose Consultancy)
Dr PA Bhoodram-		EAPA-SA Membership Portfolio (Dept. of Correctional Services)
Ms T. Govender-		EAPA-SA President-Elect (Eastern Cape Dept. of Health)
Mr I. Koto-		EAPA-SA Governance Portfolio (Dept. of Justice and Constitutional Development)
Mr T.G Chabalala-		EAPA-SA President-Elect (Limpopo Department of Economic Development, Environment and Tourism)
Mr Kelly Manzini -		EAPA-SA Finance Portfolio (Care-Ways Group)



DESIGNATION APPLICATION FORM- EAPA-SA - ANNEXURE A
Employee Assistance Professionals Association of South Africa:
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APPLICATION FORM FOR PROFESSIONAL DESIGNATION

This form must be completed by any registered EAPA-SA member who meets the requirement for certification under the existing professional category. This application form should be accompanied by other relevant documentations (curriculum vitae, proof of CPD attendance, certified copy of ID and educational qualifications).

SECTION A

A. PERSONAL INFORMATION					
EAPA-SA MEMBERSHIP NO.			TITLE		
SURNAME			RACE		
FIRST NAMES			GENDER		
ID NUMBER			NATIONALITY		
DATE OF BIRTH			EMPLOYER		
			CURRENT POSITION		
RESIDENTIAL ADDRESS			WORK TELEPHONE		
			HOME TELEPHONE		
			CELL PHONE		
POSTAL ADDRESS	POSTAL CODE			E-MAIL ADDRESS	



	POSTAL CODE					
HAVE YOU BEEN FOUND GUILTY IN A DISCIPLINARY HEARING?	YES NO				ARE YOU A MEMBER OF ANY STATUTORY COUNCIL, BOARD OR PRIVATE ENTITY?	YES NO
If you answered yes to the above please provide details					If you answered yes to the above please provide the details	
B. CAREER PROMOTION/ APPOINTMENT						
YEAR	PROMOTION/ APPOINTMENT					
C. PROFESSIONAL DEVELOPMENT (Training or Courses)						
YEAR	INSTITUTION	COURSE PARTICULARS			DURATION OF TRAINING/COURSES (e.g. 3 days, / 2 weeks, etc.)	
D. EDUCATIONAL QUALIFICATIONS						
List all relevant qualification applicable to the EAP field:						
YEAR	INSTITUTION	QUALIFICATIONS				
E. EXPERIENCE						
Please summarise your current and previous experience in relations to the EAP field.						

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I certify that all the information supplied by me on this application/ statement is in all respects true and correct. Any misrepresentation can nullify this application. The EAPA SA Board reserves the right to accept/reject this application.

SIGNATURE:.....

DATE:.....