EEA12 WORKFORCE ANALYSIS & EMPLOYMENT BARRIERS

South Africa | Free 6-Page Employer Workbook | Section 19

Primary authority: Government Gazette 52515, 15 April 2025, contains the 11-page official EEA12 template. This SSA workbook is a working aid; it is not the official EEA12 form and should not be submitted in place of the prescribed form. Open the official Gazette.

What this workbook helps you prepare

Section	Employer task
1 — Employer control checklist	Identify the right legal entity, data owner and EAP basis.
2 — Barriers analysis	Record policy, procedure and practice barriers and specific corrective measures.
3 — Workforce profile	Check six occupational levels, disability data, EAP and sector benchmarks.
4 — Gap and action tracker	Connect findings to EEA13 annual actions and responsible persons.
5 — Review and sources	Document consultation, approvals, official law and next actions.

Important distinction: EEA12 is the Section 19 employment equity analysis. EEA13 is the plan. EEA2 and EEA4 are the annual online reports. The official 2026 portal explicitly says do not submit EEA12 and EEA13 through the EEA2/EEA4 reporting process. Verify online.

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1 CONTROL SHEET — BEFORE THE ANALYSIS

Complete this before assessing workforce representation. Do not send confidential employee declarations or medical data through a public contact form.

Legal employing entity / EE reference: _____

EE Senior Manager / HR data owner: _____

Analysis cut-off date and period: _____

Sector / activity / EEA17 classification: _____

National or provincial EAP selected and reason: _____

Document readiness

Evidence item	Checked? / file reference
Employee EEA1 declarations / permitted reliable data	_____
HR headcount extract by job/occupational level	_____
Organogram and grading rationale (EEA9)	_____
Job advert, interview and promotion policies	_____
Training, succession and retention records	_____
Accessibility and reasonable-accommodation practices	_____
Applicable EAP tables / sector targets	_____
Section 16 consultation participants and minutes	_____

Privacy: EEA1 declarations and disability information require particularly careful access controls. The 2025 regulations confirm that persons with disabilities have the right not to declare disability. Check the lawful basis and source reliability before using any personal characteristics in analysis.

2 BARRIERS — POLICY, PROCEDURE, PRACTICE

The official EEA12 template asks the employer to indicate whether each barrier arises from a policy, procedure and/or practice, then narrate both the problem and the proposed affirmative action measure. Use this matrix as the working evidence register, then transcribe findings to the official EEA12.

Official EEA12 category	Evidence / barrier / corrective measure
Recruitment, advertising and selection	Barrier: _____ Measure: _____
Appointments, grading and job classification	Barrier: _____ Measure: _____
Remuneration and conditions of employment	Barrier: _____ Measure: _____
Training, development and performance	Barrier: _____ Measure: _____
Succession, retention and discipline	Barrier: _____ Measure: _____
Work environment, facilities, culture	Barrier: _____ Measure: _____
Reasonable accommodation and harassment	Barrier: _____ Measure: _____

Audit rule: A generic statement such as “improve diversity” is not an actionable barrier measure. Describe the specific practice, affected groups, proposed change, accountable person and time frame in the EEA13 plan.

3 WORKFORCE PROFILE AND UNDER-REPRESENTATION

EEA12 Section 2 requires the occupational-level profile, relevant EAP comparisons and sector benchmarks. Use the official EEA12 tables for male and female population groups, foreign nationals and employees with disabilities; this summary register is not a substitute.

EEA12 occupational level	Population / gap observation / evidence
Top Management	_____
Senior Management	_____
Professionally Qualified / Middle Management	_____
Skilled Technical / Junior Management	_____
Semi-Skilled	_____
Unskilled	_____

Template checks

Required check	Evidence to retain
Snapshot date and employee population	Cut-off date and approved HR extract; verify headcounts.
Workforce profile Table 1A	Employees including persons with disabilities.
People with disabilities Table 1B	Disability-specific data and lawful confidentiality controls.
Relevant EAP figures	Document national or provincial basis used in analysis.
Upper-level sector targets	Verify official 18-sector Gazette figures by level and gender.
Semi-skilled and unskilled representation	Set own numerical goals informed by EAP and workforce data.

Example: If a level has 25 employees and 5 in a measured group, its observed representation is 5 ÷ 25 × 100 = 20%. Do not confuse this example with a prescribed EAP percentage or sector target.

4 TURN EEA12 FINDINGS INTO EEA13 ACTIONS

The analysis must produce decisions: identify each barrier, document a proportionate measure and carry it into the EEA13 plan with a responsible person, a clear completion date and review evidence.

EEA12 finding / evidence	EEA13 measure / owner / deadline
Example — inaccessible application form	Accessible form; HR lead; dated release and test.
Example — inconsistent promotion criteria	Job-related promotion matrix; HR; documented review.
Gap 1: _____	Action: _____
Gap 2: _____	Action: _____
Gap 3: _____	Action: _____
Gap 4: _____	Action: _____

Section 16 consultation and management review

EE consultation date / representatives: _____

Issues raised and employer responses: _____

Approved corrective-action owner: _____

Action review date / CEO or senior manager sign-off: _____

Employer responsibilities: The committee or consulting representatives contribute to the statutory consultation process, but they do not replace management accountability. Keep meeting minutes, objections, answers and decisions aligned to the analysis and EEA13 evidence.

5 AUTHORITATIVE SOURCES & NEXT ACTIONS

These hyperlinks lead to the relevant official or supporting sources. Check the current Government Gazette before finalising any legal document.

Authoritative source	What to verify
Government Gazette 52515 — EEA12 Form	Section 19 analysis, EEA12 official template and 2025 regulations.
Department EE Regulations resource	2025 administrative rules, EEA8 EAP, EEA9 job levels and form directions.
2026 EE Online Reporting Portal	EEA2/EEA4 filings and the instruction not to upload EEA12/EEA13.

Read More — Swift Skills Academy Employment Equity Cluster

Related guide	Why it matters
Employment Equity Sector Targets	Connect workforce gaps with applicable upper-level sector targets.
Employment Equity Plan — EEA13	Convert workforce analysis into five-year employer measures and annual goals.
Employment Equity Committee	Consulting representatives, minutes, nominations and evidence.

Request scoped employer assistance

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Document control: Issued 29 October 2026. This free SSA workbook is not the prescribed 11-page EEA12 form, official report, compliance certificate, legal opinion, or guarantee of regulatory acceptance. Employee records and declarations should remain confidential.