

## HUMAN RESOURCES SKILLS PROGRAMME OUTLINE

### “EMPLOYMENT LEGISLATION”

Three-day programme – R5 616.66 plus VAT

A practical workshop including exposure to relevant SA labour legislation, and the hands-on skills of dealing with both:

- employee grievances and
- the handling of a disciplinary hearing in the workplace.
- The role of the CCMA in the resolution of workplace disputes

#### **Unit Standards**

US ID	TITLE	CREDITS	NOTIONAL HOURS
114274	“Demonstrate and apply an understanding of the Basic Conditions of Employment Act (Act 75 of 1997)”	8 credits @ NQF level 5	80
114273	“Demonstrate an understanding of the Labour Relations Act, with respect to collective agreements and Bargaining Councils”	6 credits @ NQF level 5	60
10985	“ Conduct a Disciplinary Hearing”	5 credits @ NQF level 5	50
12139	“Facilitate the resolution of employee grievances”	5 credits @ NQF level 6	50
		<b>Total credits: 24</b>	<b>TOTAL: 240</b>