

HUMAN RESOURCES SKILLS PROGRAMME OUTLINE

“EMPLOYMENT LEGISLATION”

Three-day programme – R7 150 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
		Total credits: 24	TOTAL: 240