

## **LABOUR LAW**

US 13952 / NQF Level 4 / 8 Credits

Learn the Basics of Labour Law so you understand their application in the workplace regardless of whether you are an Owner, Manager, Supervisor or a HR specialist. This accredited training programme covers the four main Labour Law acts in detail plus provides information on all the current amendments with practical examples. Knowing the basics will enable you to ensure legal compliance, as well as maximise employee satisfaction levels through sound workplace relations.

### **WHO SHOULD ATTEND**

- Team leaders
- Supervisors
- Managers
- Business owners
- HR Specialists and support staff

### **HOW YOU WILL BENEFIT**

- By understanding labour law, delegates will be able to confidently maximise employee performance without being exposed to falling foul of the law
- Delegates will grasp that labour law is not something to be afraid of, but rather to be embraced as it protects all parties
- Application of the law in the workplace will be more consistent and structured
- Employees will respect the fair and consistent application of Human Resources policies and procedures
- Labour Department inspections will be easy and compliance orders and fines will be avoided

### **WHAT WILL BE COVERED**

- Understanding Labour law in the context of the SA Constitution
- The concept of unfair labour practices
- Grievance policies and procedures
- Dismissals and the concept of fairness
- The procedures for taking disciplinary action
- The functions of the CCMA
- The do's and don'ts of conducting interviews
- Terms and conditions of employment as outlined in the Basic Conditions of Employment Act
- Requirements placed on Employers by The Employment Equity Act
- Skills Development with reference to SETAs, payment of skills development levies and the claiming of grants

### **PTO For Table of Contents**

*Three-day course 08:30 -16:00*

*Tel: (031) 267 1229*

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## TABLE OF CONTENTS

<p align="center"><b>Module 1</b></p> <p align="center"><b>Identify the legislation that regulates employment issues</b></p>	<p align="center"><b>Module 2</b></p> <p align="center"><b>Demonstrate understanding of the main aspects of the Labour Relations Act (LRA) (as amended) that relate to the management of a business unit</b></p>
<ul style="list-style-type: none"> <li>• Name the six main pieces of labour legislation and give an indication of who is covered by each Act</li> <li>• Analyse the six Acts and give an indication of how the six pieces of legislation interact and support the South African Constitution</li> <li>• Explain the scope and application of each Act at a basic level of understanding</li> </ul>	<ul style="list-style-type: none"> <li>• Explain the concept of freedom of association with reference to employers and employees</li> <li>• Explain organisational rights protected by the LRA with reference, where appropriate, to Trade Unions that are active in specific sector</li> <li>• Explain the concept of an unfair labour practice with examples</li> <li>• Graphically illustrate internal policies and procedures within an organisation that may be used to resolve a dispute or grievance</li> <li>• Explain the importance of handling internal conflict and grievances to prevent unfair labour practice disputes arising and give an indication of the consequences of unfair labour practice for the organisation</li> <li>• Explain the role of a workplace forum and give an indication of who should be represented in such a forum</li> <li>• Explain the function of the Council for Conciliation, Mediation and Arbitration (CCMA) with reference to its role in dispute resolution</li> <li>• Explain the concept of automatically unfair dismissal with examples</li> <li>• Explain the steps to be taken to ensure that dismissals are substantively and procedurally correct and fair with reference to the LRA and the Code of Good Practice on Dismissal and human resource policies of an organisation</li> <li>• Document evidence that could support a recommendation for dismissal in accordance with the human resources policies of a specific organisation</li> <li>• Describe the steps to be followed to ensure procedural fairness in cases of misconduct with reference to the LRA and the disciplinary process of a specific organisation</li> <li>• Describe the procedures to be followed at a disciplinary hearing with reference to the LRA and the policy of a specific organisation</li> </ul>

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