

LABOUR LAW ESSENTIALS

Non-Credit Bearing

This Labour Law Essentials Training Programme is a dynamic and targeted initiative designed to provide participants with a fundamental understanding of key principles and regulations within the realm of labour law. Tailored for professionals, HR specialists, and anyone seeking a comprehensive grasp of employment-related legalities, this program covers essential topics. Through interactive discussions, participants will acquire the foundational knowledge needed to navigate the intricacies of labour law compliance. This training program offers a concise and accessible pathway to mastering the essentials of labour law.

WHO SHOULD ATTEND

- All Supervisors, Line Managers and Business Owners who:
 - Manage or supervise staff or
 - Are responsible for implementing or ensuring adherence to all current labour legislation in the workplace
- HR Department staff with advisory and oversight responsibilities

HOW YOU WILL BENEFIT

- Ensuring that your company or business is compliant with current legislation
- Maximising the benefits of the legislation
- Labour issues will become a breeze to manage in the workplace
- Ensuring consistent application of the law in the workplace
- Labour Department inspections will be easy and compliance orders and fines will be avoided
- Staff will respect the fair and consistent application of HR principles

WHAT WILL BE COVERED

- The Labour Relations Act - interpreting the law and putting it into practice in the form of Disciplinary and Grievance Policies and Procedures
- The Employment Equity Act – how does it affect me and what do I need to do
- The Basic Conditions of Employment Act and Sectoral Determinations - which one applies to me and more related issues

One-day course 08:30 -16:00

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MODULES	CONTENT
The LABOUR RELATIONS ACT	Summary of the Labour Relations Act
CODE OF GOOD PRACTICE – SCHEDULE 8 OF THE LABOUR RELATIONS ACT	Fair reasons for dismissal
	Disciplinary measures short of dismissal
	Fair procedures
	Guidelines in cases of dismissal for misconduct
	Guidelines in cases of dismissal for poor work performance
	Guidelines in cases of dismissal arising from ill health or injury
	Guidelines in cases of dismissal arising from operational requirements
	Unfair Labour Practices
OTHER KEY ASPECTS OF THE LABOUR RELATIONS ACT	Temporary employment services
	Fixed term contracts
	Part-time employment
PRACTICAL INTERPRETATION AND IMPLEMENTATION OF SCHEDULE 8 of the LABOUR RELATIONS ACT	Internal Misconduct and Incapacity Disciplinary Policies
	Internal Misconduct and Incapacity Procedures
	Disciplinary Code (Code of Conduct)
	Grievance Policies and Procedures
The EMPLOYMENT EQUITY ACT	Chapter 1 – Definitions, purpose, interpretation and application
	Chapter 2 – Prohibition of unfair discrimination
	Chapter 3 – Affirmative action – including report requirements
	Chapter 4 – Monitoring, enforcement and legal proceedings
	Chapter 5 – General provisions
	Employment Equity Amendment Bill – Sectoral Targets
BASIC CONDITIONS of EMPLOYMENT ACT	Purpose of the legislation
	BCEA Quiz
	Review Quiz
SUMMARY OF THE BASIC CONDITIONS OF EMPLOYMENT ACT	Chapter 1 – Application
	Chapter 2 – Regulation of working time
	Chapter 3 - Leave
	Chapter 4 – Particulars of employment and remuneration
	Chapter 5 – Termination of employment
	Chapter 6 – Prohibition of employment of children and forced labour
	Chapter 7 – Variation of basic conditions of employment
	Chapter 8 – Sectoral Determinations
	Chapter 9 – Monitoring, enforcement and legal proceedings
	Chapter 10 – Presumption as to who is an employee
	Chapter 11 – General
	List of Sectoral Determinations