

LABOUR LAW

US 13952 / NQF Level 4 / 8 Credits

Understand and apply labour laws to create a fair and productive work environment

Labour law is not something to be afraid of, but rather to be embraced - it exists to protect all parties and create a fair, just, and productive workplace in line with the ethos of the South African Constitution. Whether you are a business owner, manager, supervisor, or HR specialist, knowing how to apply labour legislation ensures that workplace decisions are legally sound and consistently enforced.

We can help you to cut through the jargon and confidently navigate key labour laws. You will gain practical insights into managing employment matters, handling disputes effectively, and ensuring your organisation operates within the law - all while maintaining strong workplace relationships.

WHO SHOULD ATTEND

- Team leaders, supervisors and managers
- Business owners
- HR specialists and support staff

HOW YOU WILL BENEFIT

- Confidently apply labour law to maximise employee performance while ensuring legal compliance
- Understand that labour law protects both employees and employers, promoting fair workplace practices
- Ensure consistent and structured application of HR policies and procedures
- Strengthen employee trust through fair and lawful decision-making
- Prepare for and easily manage Labour Department inspections to avoid fines and compliance orders

Three-day course 08:30 - 16:00

Tel: (031) 267 1229

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WHAT WILL BE COVERED

The Legislation that regulates employment issues

- Overview of six key labour laws and their application
- The interaction between these Acts and the SA Constitution
- Understanding the scope and application of each Act

The Labour Relations Act (LRA) and Dispute Resolution

- Freedom of association for employers and employee
- Organisational rights and the role of trade unions
- Understanding unfair labour practices with practical examples
- Internal grievance resolution processes and dispute prevention
- The role of the CCMA in dispute resolution
- Fair dismissals: substantive and procedural fairness
- Disciplinary procedures: preparing for and conducting hearings
- Managing misconduct, poor performance, and incapacity dismissals
- The concept of automatically unfair dismissal
- Documenting evidence to support disciplinary action and dismissals

The LRA and Recruitment Practices

- Understanding non-discrimination in interviews
- Documents required for lawful hiring practices
- Identifying unfair discrimination and legally compliant interview questions
- Guidelines on medical and psychometric testing

The Basic Conditions of Employment Act (BCEA)

- Defining an employee under the BCEA
- Regulations regarding working hours, overtime, and breaks
- Leave entitlements and organisational policies on leave
- Legal requirements for employment termination
- Employee information confidentiality and the certificate of service

The Employment Equity Act (EEA)

- Understanding employer obligations under the EEA
- Developing and implementing an Employment Equity Plan
- The role of the Employment Equity Committee
- Identifying workplace barriers affecting disadvantaged groups

The Skills Development Act (SDA)

- Understanding workplace skills plans and training reports
- The Skills Development Levy and grant system
- The role of SETAs and training committees in skills development
- Learnerships and lifelong learning initiatives
- Preparing and compiling reports required by SETAs

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