

PURPOSE OF THE PROGRAMME

The purpose of this programme is to equip learners with the necessary knowledge, skills and attitudes to implement and manage human resource and labour relations policies and acts.

PROGRAMME OUTCOMES

On completion of this programme learners will be able to:

- Implement and manage human resource and labour relations policies and acts

PROGRAMME OUTLINE

- Be responsible for the development and maintenance of effective human resource policies and practices
- Be responsible for the drafting of job descriptions, recruitment, selection panels, and employment contracts
- Be responsible for the institute and facilitation of disciplinary policies, actions and hearings and develop, facilitate and monitor disciplinary policy, process and procedures
- Institute performance evaluation committees and manage the performance evaluation process
- Practice in the implementation of applicable labour legislation

LEARNING ASSUMED TO BE IN PLACE

Delegates wishing to enroll on this programme should already be able to demonstrate competence against the unit standard or equivalent:

- NQF 4: Assume co-responsibility and participation in human resources management.

RECOGNITION OF PRIOR LEARNING (RPL)

RPL against this unit standard is allowed. Application forms are available from our offices.

METHODOLOGY

Training Programme Duration: 2 Days

Assessment: Portfolio of evidence will be submitted within three weeks after completing the training.

Certification: This includes obtaining endorsement from the SETQAA.

Unit Standard(s):

- 116394 – Implement and manage human resource and labour relations policies and acts

NQF Level: 5

Credits: 9

TARGET GROUP

- Line managers
- HR managers
- Administration managers
- Administration clerks

BENEFITS

- Increased productivity
- Compliance with EE and BEE legislation
- Effective recruitment and selection processes
- Credits towards a qualification
- Improved opportunities to claim skills grants