



THE
LEARNING
DEVELOPMENT
GROUP

Introduction

This practical, accredited, short programme is Unit Standard aligned and aimed at individuals developing, implementing and monitoring Employment Equity related plans and policies for organisations.

The programme is highly interactive with a strong emphasis on the importance of effective communication and problem solving.

It covers all aspects of developing, implementing and monitoring different types of employment equity plans and policies and communicating them effectively to all relevant stakeholders.

Target Audience

This short programme is aimed primarily at individuals working as specialists in Human Resources Management and HR practitioners.

It is suitable for Employment Equity Committee members, Line Managers and Shop Stewards.

Entry Requirements

- Competence in Communication at NQF Level 3.

Additional Requirements

- You will need access to appropriate workplace activities.
- Active support and mentorship by your manager.
- Access to a PC, software and the internet.
- An understanding of labour legislation and organisational policies.

Management & Leadership

Employment Equity

SERVICES SETA Statement of Results

US ID:	10983
NQF Level:	4
Credits:	5

Course Delivery & Assessment

We use in-classroom, virtual classroom and blended interactive, facilitated training, group discussions and practical exercises to embed skills.

You will need to:

- Attend all scheduled sessions.
- Demonstrate theoretical and practical understanding of course content.
- Complete and present practical assignments.
- Participate in group activities and discussions.
- Compile and submit a Portfolio of Evidence (PoE).

To receive your Statement of Results, Participate in the Implementation and Utilisation of Equity Related Processes, you will need to compile, submit and be found competent on a Portfolio of Evidence (PoE).

Learning Outcomes

By the end of the short programme, you will be able to:

- Develop a range of employment equity plans and processes that include employment equity plans and skills development plans.
- Communicate equity related plans and policies effectively to stakeholders.
- Implement employment equity related plans and policies.
- Monitor and evaluate equity related plans and policies.
- Use critical and creative thinking to solve problems.
- Collect, analyse, organise and critically evaluate information.
- Understand the context and objectives of plans and policies in relation to other factors and systems.





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Course Content

US: Participate in the Implementation and Utilisation of Equity Related Processes

Accreditation Body: SERVICES SETA

| SAQA ID: 10983 | Learning Programme ID: NA
| NQF Level: 4 | Credits : 5

Module 1: Participate in the Development of Relevant Equity Related Plans and Processes

- Understand the context and objectives of specific policies and plans including employment equity plans, skills development plans, recruitment and selection policies, training initiatives, harassment policies and diversity initiatives
- Develop plans and policies that are relevant, clear and unambiguous
- Develop plans and processes that contribute to effective problem resolution

Module 2: Communicate Equity Related Plans and Policies to Stakeholders

- Communicate information accurately and clearly
- Obtain feedback
- Formulate and record mandates
- Ensure communication occurs before the next meeting

Module 3: Participate in the Implementation of Agreed Equity Related Plans and Policies

- Interpret established plans and policies correctly
- Communicate and explain implementation plans to the relevant constituency
- Undertake relevant and specific actions to implement plans and policies
- Maintain effective two-way communication
- Adjust the implementation process as and when required

Module 4: Contribute to the Monitoring and Evaluation of Equity Related Plans and Policies

- Obtain regular feedback from the constituency
- Monitor and evaluate according to agreed criteria
- Recommend necessary adjustments to plans and policies as and when required

Our Accredited Organisations



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