



THE
LEARNING
DEVELOPMENT
GROUP

Introduction

This practical, accredited, short programme is Unit Standard aligned and aimed at managers working in Human Resources and Labour Relations.

The programme has a strong focus on analysing, developing and following organisational, employee and labour policies, according to applicable legislation and industry trends.

It covers subject areas such as the key Human Resource Management functions and how to create policies on employment equity, recruitment and selection, skills development, performance evaluation, training, disciplinary actions, and remuneration, aligned to legal requirements.

Target Audience

This short programme is aimed at individuals involved in Human Resources Management functions including recruiting, training and performance management and career and organisational development.

It gives managers a deep understanding of HR and labour legislation, policies and procedures and a systems approach to developing them.

Entry Requirements

- Competence in the unit standard or equivalent at NQF level 4 of "Assume co-responsibility and participation in Human Resources Management"

Additional Requirements

- Access to appropriate workplace activities.
- Access to a workplace mentor.
- Access to a PC, software and the internet where online learning is applicable.

Management & Leadership

Manage HR & Labour Relations

SERVICES SETA Statement of Results

US ID:	116394
NQF Level:	5
Credits:	9

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 SOR, Implement and Manage Human Resource and Labour Relations Policies and Acts, 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:

- Analyse policy, procedures, agreements and conditions of employment in the work environment.
- Develop, maintain, and optimise efficiencies in Human Resource policies and practices.
- Draft job descriptions, recruitment, selection panels, and employment contracts.
- Institute and facilitate disciplinary policies, actions and hearings.
- Develop and monitor policies, processes and procedures.
- Institute performance evaluation committees and manage the performance evaluation process.
- Identify trends and implement acceptable employment systems.
- Use systems thinking and motivate employees to be more productive.





Course Content

Implement and Manage Human Resource and Labour Relations Policies and Acts

Accreditation Body: **SERVICES SETA**

| SAQA ID: 116394 | Learning Programme ID: NA
| NQF Level: 5 | Credits : 9

Module 1: Be responsible for the development and maintenance of effective human resource policies and practices

- Demonstrate the ability to develop and maintain human resource policies on employment equity, skills development, performance evaluation, recruitment and selection, training and remuneration

Module 2: Be responsible for the drafting of job descriptions, recruitment, selection panels, and employment contracts

- Organise and participate in the recruitment process and selection panels, and participate in salary negotiations
- Establish employment conditions and categories of employment in accordance with organisational structure and needs

Module 3: Be responsible for the institute and facilitation of disciplinary policies, actions and hearings

- Participate in disciplinary hearings, identify and classify transgressions and implement procedures to handle offences
- Prepare employees and witnesses for a hearing, present an employee's case sufficiently, question and cross-question witnesses, prepare pleas in mitigation and lodge relevant appeals according to disciplinary procedures

Module 4: Develop, facilitate and monitor disciplinary policy, process and procedures

- Ensure disciplinary policies and procedures adhere to legislation, contain agreed timeframes for resolution of issues, and align to the type of business and culture
- Use effective communication structures and media to communicate disciplinary policies and procedures to stakeholders

Module 5: Institute performance evaluation committees and manage the performance evaluation process

- Apply, train and communicate the performance evaluation process
- Organise a moderating committee

Module 6: Participate in the implementation of applicable labour legislation

- Communicate and implement labour legislation at all levels in an organisation
- Motivate employees to adhere to safety regulations, enforce Employment Equity and identify apply trends in employment



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