

# HR

Course

## INTRODUCTION TO LABOUR LAW



R 1,800 incl VAT (Non-WHC)

R 850 excl VAT (WHC)

Discounts apply to groups



Classroom based

(available online May 2021)



2 days

Managers don't have to be experts in labour law, but should have a good working knowledge and understanding of labour law and the workplace policies in so far as it pertains to the daily management of staff and operations, including (but not limited) to the following:

- Corrective action when needed to minimise misconduct in the workplace;
- Implementing discipline in a fair, non-emotive, professional and consistent manner;
- Managing employee performance (good or bad) to meet the objectives of the organisation and department.

The course has 8 modules including a "Test your knowledge" at the end of each module:

- Module 1: The sources of labour law
- Module 2: The main employment (and related) law statutes of South Africa
- Module 3: Recruitment
- Module 4: The employment contract
- Module 5: Terms and conditions of employment
- Module 6: Performance management
- Module 7: Termination of the contract of employment
- Module 8: Complaints and grievances



At the end of this course learners will have a better understanding of:

- the sources of the South African labour law,
- fair labour practise,
- the recruitment process,
- the binding nature of the employment contract, minimum prescribed particulars and types of employment contracts,
- terms and conditions of employment,
- the objective of performance management and the performance management cycle,
- Legal reasons for dismissals (misconduct, incapacity and operational reasons (retrenchments).



At the end of this course, learners will be expected to complete a final assessment:

- There are 50 multiple choice questions.
- The pass mark is 70%.
- Learners have unlimited attempts.
- A certificate will be issued on passing the assessment.



HR Practitioners, Line Managers, Supervisors and Team Leaders

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