

Labour Law Workshop

3 Day Workshop

Overview

This workshop will provide you with an understanding of the content of the Labour Relations Act, 66/1995, with particular reference to the creation and functioning of The Commission for Conciliation, Mediation and Arbitration (CCMA) and Bargaining Council, its origins, functions and powers as well as the origins of collective agreements, and the understanding of extended agreements concluded in Bargaining Council.

This workshop will also give you insight into applying the Basic Conditions of the Employment Act (BCEA) within your organisation. The improper implementation of the BCEA at all management and supervisor levels often leads to unnecessary challenges in the working environment. The following areas will be addressed:

Labour Relations Act	Understanding the Basic Conditions of Employment Act (BCEA)
<ul style="list-style-type: none"> Demonstrating an understanding of the creation of the CCMA, its origins, functions, powers and duties. Demonstrating an understanding of the creation and the functioning of Bargaining Council, its origins, functions, powers and duties. Demonstrating an understanding of collective agreements, their origins, structure and legal standing. Demonstrate an understanding of extending Collective Agreements to non-parties. 	<ul style="list-style-type: none"> Demonstrating an understanding of the purpose and application of the Basic Conditions of Employment Act. Describing regulation of working time and leave as set out in the Basic Conditions of Employment Act. Describing the particulars of employment, remuneration and termination of employment as set out in the Basic Conditions of Employment Act. Demonstrating an understanding of the monitoring, enforcement and legal proceedings as set out in the Basic Conditions of Employment Act.

Who should attend this workshop?

- HR Managers and Managers
- Second Level Managers
- Heads of Department
- Section Heads and Divisional Heads
- Shop Stewards
- Union Members and Representatives
- Those who need to have knowledge and understanding of labour and employee relations.
- Those who have staff members reporting to them.
- Supervisors

What are the benefits?

For the Individual	For the Company
<ul style="list-style-type: none"> Knowledge and skills in Labour Law and Basic Conditions of the Employment Act (BCEA). Improves employability. Empowers individuals and improves productivity. 	<ul style="list-style-type: none"> Informed Managers and HR Department Knowledge and skills in Labour Law and Basic Conditions of the Employment Act (BCEA). Management able to establish and improve labour and employee relations. Clear labour relations policy leads to improved productivity of the workforce.

ENJO Consultants (Pty) Ltd

Tel: (012) 667-1985 | Cell: 084 620 0437 | Fax: 086 514 7543
 Web: www.enjoconsultants.co.za | Email: info@enjoconsultants.co.za



Postal Address: P. O. Box 11108, Die Hoewes, 0163, Centurion | Physical Address: Centurion Close, 119 Gerhard Street, Centurion, 0157, Gauteng

What does the ENJO Consultants Labour Relations Act workshop entail?

- The programme entails a 3-day interactive programme.
- An attendance certificate will be awarded to those who complete this workshop.

What is included in this workshop?

- The workshop is facilitated by a subject matter expert.
- Attendance Certificate.
- Manual containing full workshop notes.

How do I book for this workshop?

- Those wishing to attend this workshop at ENJO Consultants can book for the various workshops according to the workshop schedule.
- Workshop dates can be mutually agreed upon for groups/corporates at the client site or at ENJO Consultants

What are ENJO Consultants' Credentials

- ENJO Consultants are accredited with the following bodies:
 - The South African Board for People Practices (SABPP) to offer this qualification.
Accreditation Number: 58116L125EC.
 - The Education, Training and Development Practices Sector Education and Training Authority (ETDP SETA).
Accreditation Number: ETDP10602.
 - Media, Information & Communication Technologies Sector Education & Training Authority (MICT SETA)
Accreditation Number: ACC/2015/07/0048
 - Department of Labour: CI 12/3/12/1
- ENJO Consultants has established itself as a reputable targeted training solutions provider amongst various corporates and ETQAs.
- ENJO Consultants are also registered with COMENSA and SACE for a variety of training programmes.

Where will the workshops take place?

- ENJO Consultants: Company and Individual Bookings – workshops take place according to scheduled dates.
- ENJO Consultants: Group Bookings – workshops can be scheduled for groups at ENJO Consultants on dates mutually agreed upon with the client.
- Other/Client Site: Workshops can be presented at various training venues or at the client site depending on numbers and suitability of the venue.

Bookings and Enquiries

Please contact us for further information, quotes or to make a booking.

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Co Reg No: 2016/345549/07 | ETDP SETA No: ETDP10602 | MICT SETA No: ACC/2015/07/0048 | SABPP No: 58116L125EC



Labour Law Workshop Outline

STUDY UNIT 1: KEY ELEMENTS OF THE EMPLOYMENT EQUITY LEGISLATION

Introduction

- 1.1 The Key Elements of Employment Equity Legislation
 - The Purpose of The EEA (Chapter I)
 - Affirmative Action (AA) (Chapter Iii)
 - Commission For Employment (Chapter Iv)
 - Monitoring, Enforcement and Legal Proceedings
- 1.2 The Employment Equity Plan

STUDY UNIT 2: THE LINK BETWEEN EMPLOYMENT EQUITY AND THE BUSINESS STRATEGY

- 2.1 The Business Strategy of an Organisation
 - Processes
 - Levels of Strategy
- 2.2 Implementing Employment Equity
 - Preparation
 - Implementation
 - Monitoring
 - The Employment Equity Report

STUDY UNIT 3: EMPLOYMENT EQUITY AND THE FACTORS IMPACTING ON IT

- 3.1 Factors Impacting on Employment Equity
 - Economical Factors
 - Social Factors
 - Political Factors

STUDY UNIT 4: NON-COMPLIANCE WITH EMPLOYMENT EQUITY STRATEGY

- 4.1 Non-Compliance
- 4.2 Proposal to the EE Committee

STUDY UNIT 5: THE PURPOSE AND APPLICATION OF THE BASIC CONDITIONS OF EMPLOYMENT ACT (BCEA)

- 5.1 The Major Purpose and Application of the Basic Conditions of Employment Act (BCEA)
- 5.2 The Major Features of the Basic Conditions Of Employment Act (BEAC)
- 5.3 Sectoral Determinations

STUDY UNIT 6: WORKING TIME AND LEAVE

- 6.1 Working Hours

STUDY UNIT 7: EMPLOYMENT, REMUNERATION AND TERMINATION OF EMPLOYMENT

- 7.1 Informing Employees of their Employment Rights
- 7.2 The Keeping of Records
- 7.3 Termination of Employment

STUDY UNIT 8: MONITORING, ENFORCEMENT AND LEGAL PROCEEDINGS

- 8.1 Monitoring of Compliance of the BCEA
- 8.2 The Protection of Employees Against Discrimination
- 8.3 The Dispute Resolution Path

STUDY UNIT 9: THE CREATION OF THE CCMA, ITS ORIGINS, FUNCTIONS, POWERS AND DUTIES

- 9.1 The Establishment, Functions, Powers and Duties of the CCMA
- 9.2 The Structures and Functions of the CCMA
- 9.3 The Work of the CCMA
 - Conciliation
 - Arbitration

STUDY UNIT 10: THE CREATION AND FUNCTIONING OF A BARGAINING COUNCIL

- 10.1 The Establishment, Parties Functions, Powers and Duties of Bargaining Council
 - Bargaining Councils
- 10.2 The Structures and Functions of a Bargaining Council

STUDY UNIT 11: COLLECTIVE AGREEMENTS, THEIR ORIGINS, STRUCTURES AND LEGAL STANDING

- 11.1 Origins of a Collective Agreement
- 11.2 Parties to A Collective Agreement
- 11.3 Legal Status of a Collective Agreement

STUDY UNIT 12: THE PROCESS TO EXTEND COLLECTIVE AGREEMENTS

- 12.1 Parties to a Collective Agreement
 - Worker Representation through Trade Unions
 - Employer Organisations

STUDY UNIT 13: STATUTES, CONTRACTS AND AGREEMENTS

- 13.1 Sources of Information
 - Centralised Agreements
- 13.2 Rights and Obligations
 - Statutes, Contracts and Agreements

STUDY UNIT 14: ENSURING COMPLIANCE WITH STATUTORY AND OTHER CONDITIONS OF EMPLOYMENT

- Introduction
- 14.1 Contracts and Conditions
 - Management Rights
 - The Grievance Procedure
- 14.2 Making Adjustments and Review Procedures
 - Negotiating a Change

STUDY UNIT 15: THE APPLICATION OF SUBSTANTIVE CONDITIONS

- 15.1 Solving Problems
 - Agency Shop Agreements
 - Closed Shop Agreements
 - Commission for Conciliation, Mediation and Arbitration (CCMA)
 - Conciliation
 - Arbitration
 - The Labour Court

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