

SABPP HRM Level 5: SAQA Qualification 49692:  
National Diploma: Human Resources Management and Practices  
NQF Level 05

Accreditation

SA Board for People Practices (SABPP)  
Accreditation No: 58116L125EC

## Module 7: Draft Employment Contracts

(3 Credits)

1 Days

### Unit Standards:

SAQA 11907, Draft an employee contract, NQF level 5, 3 Credits.

### Overview

Writing/drafting Employment Contracts according to legal requirements forms part of most HR Personnel and business owner's duties. Persons credited with this unit standard are able to analyse conditions of employment and draft an employment contract. This learning programme forms part of SAQA Qualification 49692: National Diploma: Human Resources Management and Practices, NQF Level 05.

### Who should attend the training?

- Those working towards the SABPP Level 5 HR Qualification.
- Those involved in writing/drafting employment contracts.
- Human Resource Practitioners and Managers
- Skills Development Facilitators (SDF)
- Line Managers, Supervisors and Managers Those who need to analyse conditions of employment and draft an employment contract.

### What are the benefits?

| For the Individual  | For the Company   |
|---|---|
| <ul style="list-style-type: none"> <li>• Credits towards a full qualification in HR that is credible, relevant and transferable</li> <li>• Knowledge and skills in writing/drafting Employment Contracts.</li> <li>• Improved skills in the analysis of conditions of employment and drafting employment contracts.</li> <li>• Improves employability.</li> </ul> | <ul style="list-style-type: none"> <li>• Address skills gaps.</li> <li>• Have knowledgeable and skilled HR Personnel.</li> <li>• Have a skilled person drafting employment contracts.</li> <li>• Involvement in learnerships/apprenticeships.</li> <li>• Improved BEE scorecard.</li> <li>• Employers who are registered to claim skills levies will be able to claim skills levies when sending their staff on this training programme.</li> </ul> |

### How does one obtain the Draft Employment Contracts Module?

- Enrol for the *Draft Employment Contracts* Module.
- Qualify in the *Draft Employment Contracts* Module.

### ENJO Consultants (Pty) Ltd

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Web: [www.enjoconsultants.co.za](http://www.enjoconsultants.co.za) | Email: [info@enjoconsultants.co.za](mailto:info@enjoconsultants.co.za)

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HRM LS Mod 07 Employment  
Contracts v1.2

Co Reg No: 2016/345549/07 | ETD P SETA No: ETD P10602 | MICT SETA No: ACC/2015/07/0048 | SABPP No: 58116L125EC

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## What are the entry requirements?

- Understand organisational structures and policies.
- Communication at a NQF level 4.
- Make use of the remuneration policy and procedures.
- Apply the principles of effective compensation management.

## How is this training programme completed and what is the duration?

This qualification can be completed either through class attendance, distance learning or RPL. Support is available to learners via Skype, email, phone or setting up an appointment to meet with one of our facilitators for guidance. Training can be provided to individuals or to corporates.

## What does the class attendance Draft Employment Contracts Programme entail?

- A 1-day interactive training programme.
- A Portfolio of Evidence(PoE) will be completed by learners after the 1-day training programme and will be granted 3 months to do so.

## What does the distance learning Draft Employment Contracts Programme entail?

- Learners will be required to work through the Learner Guide and Portfolio of Evidence.
- The learner will be required to submit the Portfolio of Evidence for assessment within 3 months after receiving the learning material.

## What is a Portfolio of Evidence (PoE)?

- As the name implies, the Portfolio of Evidence contains different types of evidence for different purposes.
- The Portfolio of Evidence contains various questions and activities which are completed by the learner.
- The Portfolio of Evidence contains evidence of the learner's ability to apply the knowledge and skills in the workplace.
- All questions in the Portfolio of Evidence are covered in the Learner Guide.

## Assessment, Verification and Certification

- The Portfolio of Evidence will be assessed by a registered assessor.
- During assessment, the assessor measures the evidence the learner submitted against the outcomes and criteria of the unit standard/qualification; compiles a report and if needed, contacts the learner for additional evidence.
- When the learner is declared competent, the assessor will forward the assessment report to the learner and the Portfolio of Evidence will be submitted to the ENJO Moderator for moderation.
- On successful completion of the programme, ENJO will upload the learner's results onto the SABPP database.
- Results need to be verified by SABPP before the Statement of Results (SoR) and certificate are issued.
- The SABPP will capture the learner's results on the National Learner Record Database (NLRD) and issue a Statement of Results (SoR) that will reflect the credits earned.
- ENJO Consultants will then forward the certificate and Statement of Results to the client/learner.

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The training covers the following registered unit standards:

| SAQA US ID:           | Unit Standard Title:         | NQF Level | Credits | Outcomes  |
|-----------------------|------------------------------|-----------|---------|---|
| <a href="#">11907</a> | Draft an employment contract | 5         | 3       | <ol style="list-style-type: none"> <li>Analyse the conditions of employment within the organisation.</li> <li>Determine the minimum legal conditions of employment.</li> <li>Draft an employment contract.</li> </ol> |

How do I know that ENJO Consultants Draft Employment Contracts training is recognised?

- ENJO Consultants are accredited with the SA Board for People Practices (SABPP). Accreditation No: 58116L125EC. Those who are completing this programme as part as the HR Qualification will be certified through SABPP
- On successful completion of the programme, ENJO Consultants will upload your results onto the SABPP database and you will receive a certificate.
- The SABPP will capture your results on the National Learner Record Database (NLRD) and issue a Statement of Results (SoR) that will reflect the credits you have earned.

Where does the training take place?

- ENJO Consultants: Company and Individual Bookings – training takes place according to scheduled dates.
- ENJO Consultants: Group Bookings – training can be scheduled for groups at ENJO Consultants on dates mutually agreed upon with the client.
- Other/Client Site: Training 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.

Email: [training@enjoconsultants.co.za](mailto:training@enjoconsultants.co.za)

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## Training Programme Outline

### Overview

#### Study Unit 1 Draft an Employment Contract

1. Analyse the conditions of employment within the organisation.
2. Determine the minimum legal conditions of employment.
3. Draft an employment contract.

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