

SAQA Qualification 49691 (67463): Further Education and Training Certificate: Human Resource Management and Practices Support NQF Level 04

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

Module 6: Employment Relations

(14 Credits)
3 Days

SAQA 101702, Demonstrate understanding of employment relations in an organisation. NQF Level 3, 3 Credits
SAQA 12135, Represent stakeholders in consultations and discussions on matters that arise at shop floor level NQF Level 3, 3 Credits
SAQA 117495, Assess legal contracts for business. NQF Level 4, 8 Credits

Overview

The HRM Level 4 *Employment Relations* Module is a building block towards SAQA Qualification 67463: Further Education and Training Certificate: Human Resource Management and Practices Support NQF Level 04. This module is ideal for those in management, supervisory or shop steward positions. It will provide them with the knowledge and skills to contribute to the effective functioning of an organisation by the understanding of the roles of various stakeholders in the organisation, agreements, policies and procedures related to employment. They will furthermore be able to apply the required legal requirements of the performance of relevant business activities.

Who should attend the training?

- Those working towards the SABPP Level 4 HR Qualification.
- Those wishing to improve their understanding of the roles of stakeholders in the organisation.
- Human Resource Practitioners and Managers.
- Those wishing to improve their understanding of the various employment policies and procedures.
- Skills Development Facilitators (SDF).
- Line Managers, Supervisors and Managers.
- Shop stewards.

What are the benefits?

For the Individual	For the Company
<ul style="list-style-type: none"> • A formal qualification in Employment Relations. • Knowledge and insight into the roles of the various stakeholders within an organisation. • Understanding employment policies and procedures. • Ability to represent stakeholders in consultation and discussions. • Understanding of legal contracts for business. • Credits towards a full qualification. • Improves employability. 	<ul style="list-style-type: none"> • Address skills gaps. • Skilled and competent staff. • Involvement in learnerships/apprenticeships. • Assist in career development plans. • Improved BEE scorecard. • Employers who are registered to claim skills levies will be able to claim skills levies when sending their staff on this training programme.

How does one obtain the Employment Relations Module?

- Enrol for the *Employment Relations* Module.
- Complete the module either through class attendance or distance learning.

ENJO Consultants (Pty) Ltd

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HRM L4 Mod 06
Employment Relations v2 Co Reg No: 2016/345549/07 | ETDP SETA No: ETDP10602 | MICT SETA No: ACC/2015/07/0048 | SABPP No: 58116L125EC

- Compile and submit a portfolio of evidence for assessment.
- Qualify in the Employment Relations Module.

What are the entry requirements?

- Proficiency in English, on an NQF level 3.
- Mathematical literacy NQF level 3.
- Computer literacy NQF level 3.

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

- This qualification can be completed either through class attendance, distance learning or Recognition of Prior Learning (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 is provided for corporates and individuals.

What does the class attendance Employment Relations Module entail?

- A 3-day interactive training programme.
- A Portfolio of Evidence(PoE) will be completed by learners after the 5-day training programme and will be granted 3 months to do so.

What does the distance learning Employment Relations Module 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 newly acquired 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.

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- 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.

This programme is accredited for the following unit standard:

SAQA US ID	Unit Standard Title	NQF Level	Credits	Outcomes
10170	Demonstrate understanding of employment relations in an organisation	3	3	<ol style="list-style-type: none"> 1. Demonstrate understanding of the various stakeholders and their roles in an organisation. 2. Demonstrate understanding of organisational policies and procedures related to employment. 3. Demonstrate understanding of employment related agreements.
12135	Represent stakeholders in consultations and discussions on matters that arise at shop floor level	3	3	<ol style="list-style-type: none"> 1. Identify issues for discussion, consultation or negotiation. 2. Prepare to participate in relevant forum. 3. Represent constituency in relevant forum. 4. Provide feedback to stakeholder/s.
117495	Assess legal contracts for business	4	8	<ol style="list-style-type: none"> 1. Demonstrate an understanding of the nature, role, history and sources of South African Law 2. Assess the legal rules that relate to the validity of various contracts 3. Demonstrate an understanding of the rights, duties of parties to a contract. 4. Demonstrate an understanding of the relevant terms and concepts used within contracts

How do I know that ENJO Consultants Employment Relations 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.
- ENJO Consultants has established itself as a reputable training provider amongst various corporates and ETQAs.

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.

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Bookings and Enquiries

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

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Training Programme Outline

Overview

Study Unit 1: Demonstrate understanding of employment relations in an organisation

- 1.1. Demonstrate understanding of the various stakeholders and their roles in an organisation.
- 1.2. Demonstrate understanding of organisational policies and procedures related to employment.
- 1.3. Demonstrate understanding of employment related agreements.

Study Unit 2: Represent stakeholders in consultations and discussions on matters that arise at shop floor level

- 2.1. Identify issues for discussion, consultation or negotiation.
- 2.2. Prepare to participate in relevant forum.
- 2.3. Represent constituency in relevant forum.
- 2.4. Provide feedback to stakeholder/s.

Study Unit 3: Assess legal contracts for business

- 3.1. Demonstrate an understanding of the nature, role, history and sources of South African Law
- 3.2. Assess the legal rules that relate to the validity of various contracts
- 3.3. Demonstrate an understanding of the rights, duties of parties to a contract.
- 3.4. Demonstrate an understanding of the relevant terms and concepts used within contracts.

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