

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 10: Legislative Requirements and Organisational Policies and Procedures

(29 Credits)
5 Days

Unit Standards:

SAQA 116927, Apply the principle of employment equity to organisational transformation. NQF Level 5, 10 Credits.

SAQA 114274, Demonstrate and apply an understanding of the Basic Conditions of Employment Act (Act 75 of 1997).

NQF level 5, 8 Credits.

SAQA 114273, Demonstrate and apply an understanding of the Labour Relations Act with respect to Collective Agreements and Bargaining Councils. NQF Level 5, 6 Credits.

SAQA 11909, Monitor and advise on substantive conditions of employment and related rights and obligations in an organisation. NQF Level 5, 5 Credits.

Overview

The *Legislative Requirements and Organisational Policies and Procedures* Module is ideal for those who are in supervisory, management, HR and shop steward positions who need to be able to advise organisations on the nature and application of statutory and other conditions of employment. People credited with this qualification will be able to see Employment Equity (EE) as a positive development for an organisation and also recognise that it can favourably influence business and HR strategies. The successful learner will understand the Basic Conditions of Employment Act as well as the Labour Relations Act. Acquired skills include an understanding of the monitoring, enforcement and legal proceedings as set out in the Basic Conditions of Employment Act. The focus of the programme is also on an understanding of the creation and functioning of the 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 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 wishing to understand and assist in Employment Equity and related matters.
- Those wishing to gain knowledge and skills with regards to the Labour Relations Act and legal aspects of HR Management.
- Line Managers, Supervisors and Managers
- Human Resource Practitioners and Managers
- Those who want to participate or represent role players in bargaining councils.
- Shop Stewards
- Skills Development Facilitators

What are the benefits?

For the Individual	For the Company
Gains a formal qualification in Labour legislative requirements and organisational policies.	Address skills gaps.

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For the Individual	For the Company
• Credits towards a full qualification in HR that is credible, relevant and transferable. • Gains a qualification and knowledge with regards to CCMA, Bargaining Councils and Employment Equity. • Improves employability.	• Have a skilled person who can assist in legal employment matters and Employment Equity. • Have a skilled person to assist in CCMA cases, disputes and Bargaining Councils. • 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 Legislative Requirements and Organisational Policies and Procedures Module?

- Enrol for the *Legislative Requirements and Organisational Policies and Procedures* Module.
- Qualify in the *Legislative Requirements and Organisational Policies and Procedures* Module.

What are the entry requirements?

- Proficiency in English, on an NQF level 4.
- Mathematical literacy NQF level 4.
- Computer literacy NQF level 4.

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 Legislative Requirements and Organisational Policies and Procedures Programme entail?

- A 5-day interactive training programme (discussions and practical application).
- 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 Legislative Requirements and Organisational Policies and Procedures 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.

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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.

This programme is accredited for the following unit standards:

SAQA US ID:	Unit Standard Title:	NQF Level	Credits	Outcomes
116927	Apply the principles of employment equity to organisational transformation	5	10	1. List (comprehensively) the key elements of the Employment Equity legislation. 2. Present an understanding of the link between employment equity and the business strategy. 3. Determine whether the appropriate relationships exist between Employment Equity and factors impacting on it. 4. Identify non-compliance with employment equity strategy and purpose.
114274	Demonstrate and apply an understanding of the Basic Conditions of Employment Act (Act 75 of 1997)	5	8	1. Demonstrate an understanding of the purpose and application of the Basic Conditions of Employment. 2. Describe the regulation relating to working time and leave as set out in the Basic Conditions. 3. Describe the particulars relating to employment, remuneration and termination of employment. 4. Demonstrate an understanding of the monitoring, enforcement and legal proceedings as set out.
114273	Demonstrate and apply an understanding of the Labour Relations Act with respect to Collective Agreements and Bargaining Councils	5	6	1. Demonstrate an understanding of the creation of the CCMA, its origins, functions and powers. 2. Demonstrate an understanding of the creation and the functioning of a Bargaining Council.

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SAQA US ID:	Unit Standard Title:	NQF Level	Credits	Outcomes
				3. Demonstrate an understanding of Collective Agreements, their origins, structures and legal standing. 4. Demonstrate an understanding of extending Collective Agreements to non-parties.
11909	Monitor and advise on substantive conditions of employment and related rights and obligations in an organisation	5	5	1. Identify rights and obligations in terms of statutes, contracts and agreements. 2. Ensure compliance with statutory and other conditions of employment. 3. Provide advice on the application of substantive conditions.

How do I know that ENJO Consultants Labour legislative requirements and organisational policies 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.

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Training Programme Outline

Overview

Study Unit 1: Apply the principles of employment equity to organisational transformation

- 1.1. List (comprehensively) the key elements of the Employment Equity legislation.
- 1.2. Present an understanding of the link between employment equity and the business strategy.
- 1.3. Determine whether the appropriate relationships exist between Employment Equity and factors impacting on it.
- 1.4. Identify non-compliance with employment equity strategy and purpose.

Study Unit 2: Demonstrate and apply an understanding of the Basic Conditions of Employment Act (Act 75 of 1997)

- 2.1. Demonstrate an understanding of the purpose and application of the Basic Conditions of Employment.
- 2.2. Describe the regulation relating to working time and leave as set out in the Basic Conditions.
- 2.3. Describe the particulars relating to employment, remuneration and termination of employment.
- 2.4. Demonstrate an understanding of the monitoring, enforcement and legal proceedings as set out.

Study Unit 3: Demonstrate and apply an understanding of the Labour Relations Act with respect to Collective Agreements and Bargaining Councils

- 3.1. Demonstrate an understanding of the creation of the CCMA, its origins, functions and powers.
- 3.2. Demonstrate an understanding of the creation and the functioning of a Bargaining Council.
- 3.3. Demonstrate an understanding of Collective Agreements, their origins, structures and legal standing.
- 3.4. Demonstrate an understanding of extending Collective Agreements to non-parties.

Study Unit 4: Monitor and advise on substantive conditions of employment and related rights and obligations in an organisation

- 4.1. Identify rights and obligations in terms of statutes, contracts and agreements.
- 4.2. Ensure compliance with statutory and other conditions of employment.
- 4.3. Provide advice on the application of substantive conditions.

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