COURSE OUTLINE

Objective

The objective of this 2 day skills development workshop is to help you to gain a better understanding of Labour Legislation, the purpose in terms of the employment context and the application there of. This course will help you to apply the basic conditions as required by Legislation.

Outcome

After completing this course you will be able to:

- Demonstrate an understanding of the purpose of the Labour Relations laws
- Explain the parties involved in an employment relationship
- Explain the functions of the parties in an employment relationship
- Explain what the Labour Relations Act say about employment contracts
- Explain what the law governs in terms of employment and the basic conditions required
- Deal with grievances in the workplace
- Be able to represent an employer or an employee at disciplinary enquiries; and
- Be able to chair an enquiry.

Course Outline

[Diagram showing various Labour Laws and Acts]
Topics

1. Essential Labour Law
   - Purpose of Labour Law
   - Special Legislation

2. Legislative Overview
   - Factors Regulating the Employment Relationship
   - The Constitution
   - The Hierarchy of Legislation

3. Basic Conditions of Employment Act (BCEA)
   - BCEA: Major Features
   - BCEA: Sectoral Determination
   - BCEA: Hours of Work
   - BCEA – Contract of Employment – Form and Contents
   - BCEA: Implied Terms
   - BCEA: Contract of Employment – Big Employers
   - BCEA: Employment Contracts: Changes to the Employment Contract: Exercise
   - BCEA: Fixed Term Contracts
   - BCEA Severance Pay: Exercise
   - BCEA: Other Forms of Working Relationship
   - Restraints of Trade: Exercise
   - Employee Benefits: Legal Structure

4. Employment Equity Act (EEA)
   - Affirmative Action

5. Skills Development
   - Skills Development Framework
   - Skills Levies

6. Occupational Health & Safety Act
7. Compensation for Occupational injuries and Diseases Act (COIDA)

8. Unemployment Insurance Act (UIF)

9. The Labour Relations Act
   - Freedom of Association
   - Collective Bargaining
   - Collective Agreements
   - Collective Bargaining: Agency Shop/Closed Shop
   - Strikes and Lockouts
   - Strikes and Lock Outs: Key Issues
   - Strikes: Picketing
   - Workplace Forums
   - Trade Unions and Employers Organisations
   - Dispute Resolution: Ways of Resolving Disputes
   - Dispute Resolution: Model in Labour Relations Act
   - Unfair Dismissals
   - Fair Reason and Procedure
   - Misconduct: Fair Procedure
   - Misconduct: Fair Reason
   - Incapacity: Poor work Performance
   - Incapacity: Ill-Health or Injury
   - Operational Requirements: Fair Reason
   - Remedies for Unfair Dismissal
   - The Unfair Labour Practice
   - Labour Brokers

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