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Imsimbi Training proudly presents

Employment Equity & Skills Development & Labour Law – 3 DAYS

Imsimbi Training is a fully accredited training provider with the Services Seta, number 2147, as well as a Level 1 Contributor BBBEE company and 51% black owned. This course is accredited by the Services Seta and the material covers unit standard 13952 at NQF level 4 with 8 credits.



COURSE OBJECTIVES

This course investigates the Employment Equity And Skills Development Act and all its ramifications for organisations. The training ensures that ETD Committee and the Employment Equity Committees understand their role and function. The course looks at the legal reporting requirements of organisations as per affirmative action reports and WSP reports.

COURSE OUTLINE

Part 1

Overview of the Employment Equity Act

- Understanding the Employment Equity Act
- Designated groups: African, Coloured, Indian, women, and disabled
- New amendments to the Employment Equity Act 2023
- National statistics of Economically active population by race, gender and province
- Legislative requirements
- African foreigners
- Fines and penalties for non-compliance
- Fronting and penalties
- Consultation
- Disclosure of information
- Understand the implications of the Employment Equity Act 2023 changes
- Sectoral quotas for affirmative action
- Targets per sector and penalties as per the Employment Equity Act 2023
- Compliance certificate to work with the state



Part 2

Prohibition of unfair discrimination

- Understanding unfair discrimination
- Discrimination
- Direct and indirect discrimination
- Grounds for discrimination
- Employment applicants, work analysis and inherent requirements of the job
- Recruitment and selection
- How the Employment Equity legislation attempts to eliminate and prohibit unfair discrimination
- Medical and Psychological assessments
- Maternity leave
- Case studies on religious, ethnic, cultural, sexual orientation discrimination
- Pregnancy and the workplace
- Disability in the workplace
- Harassment, victimisation and labour law
- Labour court case studies

Part 3

Employment Equity and Affirmative action

- Understanding Affirmative Action
- Understanding Black Empowerment
- National or regional demographics
- BBBEE scorecard and how it links to employment equity



- Understanding the BBBEE scorecard as per management control
- Detailed analysis of the organisation per race, gender and disability per level
- The duties of designated employers regarding EEA
- The requirements of disclosure of information
- Employment Equity Plans and the requirements for keeping records
- EEA2 Report
- Preparing your EEA2 Report
- One-year and three-year goals and targets

Part 4

Roles, responsibilities and functions of the Employment Equity Committee

- Election criteria for Employment Equity Committee
- Roles, responsibilities and functions of the Employment Equity Committee
- Oversight of EE committee vs HR department responsibilities
- Frequency and content of Committee Meetings
- Consultation and communication with the workforce
- Drawing up your employment equity policy and plan
- Monitoring Employment Policies, Procedures & Practices
- Templates to assist your EE Committee reporting
- Monitoring the Implementation of your EE Plan
- Identification of EE Barriers
- Recruitment barriers
- Promotion barriers
- Qualification barriers and skills development
- Succession planning barriers
- Developing EE Measures
- Benchmarking Best Practices – fast tracking, succession planning, culture change, diversity



practices, language

- Practical analysis of EE plans and EE reports

Part 5

Organisational Salary analyses – EEA4

- Wage gaps based on race, gender and disability
- Wage discrimination - pay discrepancies per race and gender in the same occupation
- Compiling the EEA4 report – remuneration per level, race and gender
- Calculating the Gini co-efficient – between the highest and lowest paid in the organisation

Section 2: Skills Development Committee

- Roles and responsibilities of the Skills Development Committee
- The Skills Development Committee policy and procedures
- SD Committee Function
- Bursaries
- Skills Development Legislation including:
 - The Skills Development Act
 - The Skills Development Levies Act
- Legal Framework Governing Skills Development
- Qualification Council for Trades and Occupations (QCTO)
- Skills Development Act (No. 97 of 1998)
- Skills Development Levies Act (No. 9 of 1999)
- National Skills Development Strategy
- National Qualifications Framework (NQF) SAQA
- SETAS



- WSP
- ATR
- Claiming skills levy rebates
- Assessment
- Learnerships
- Skills Programmes

Section 3: An overview of Labour Legislation

- Basic Conditions of Employment Act
- The Labour Relations Act
- The Protected Disclosures Act

