Unleashing Your Potential

IMSIMBI TRAINING

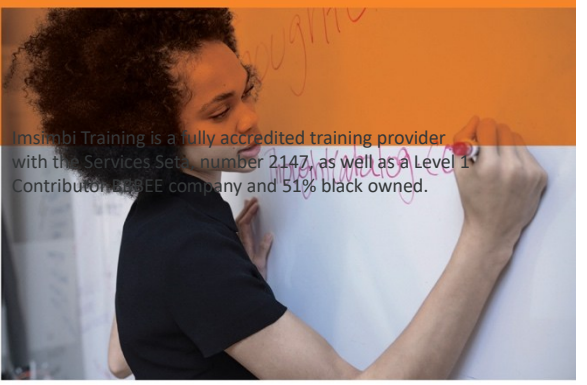
Course Outline

Employment Equity, Skills development Committee and Labour Law

3 DAYS

This course is accredited by the Services Seta and the material covers unit standard 13952 at NQF level 4 with 8 credits





Imsimbi Training is a fully accredited training provider with the Services Seta number 2147, as well as a Level 1 Contributor B-BBEE company and 51% black owned.



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Course Objectives

Welcome to the exciting world of Employment Equity.

The objective of this Employment Equity Committee Training is to equip committee members with the knowledge, skills, and practical understanding required to effectively fulfil their roles and responsibilities in terms of the Employment Equity Act, 1998 (Act No. 55 of 1998), as amended in 2025.

Participants will gain an understanding of the principles of employment equity, the legal and regulatory framework, consultation requirements, workplace analysis, barrier identification, Employment Equity Plan development, implementation, monitoring, and reporting.

The training also aims to strengthen the committee's ability to promote diversity, equity, inclusion, and fair employment practices, while ensuring meaningful stakeholder engagement and supporting organisational compliance with South African employment equity legislation.





Course Outline

- understand the reasons for and the requirements of the Employment Equity Act, and will be
- compile and implement an employment equity plan,
- monitor its progress,
- establish reasons if any, for the non-achievement of goals set, and
- properly report annually to the Department of Labour on the prescribed forms.

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 2025 – in detail**
- 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 2025 changes
- Sectoral quotas for affirmative action
- Targets per sector and penalties as per the Employment Equity Act 2025
- Compliance certificate to work with the state





Course Outline

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
- Harassment, victimisation and labour law
- Labour court case studies

Part 3: Disability and employment equity

- Disability in the workplace
- Managing disabled employees and accommodation
- Selecting disabled employees
- Confidentiality and disclosure of disabled employees





Part 4: 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
- Compliance certificate re: sectoral and regional targets





Course Outline

Part 5: 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 6: HR Practices and employment equity

- HR practises that support transformation
- HR best practise and employment equity
- Performance management
- Succession planning

Part 7: Organisational Salary analyses – EEA4

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

Section 2 Skills Development

- 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: Labour Relations

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



