

**CHARTERED**   
INSTITUTE OF PROFESSIONAL CERTIFICATIONS

# SOUTH AFRICA HR EMPLOYMENT LAWS AND LABOUR RELATIONS ACT



**Fully Accredited  
By:**

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# PROGRAM OVERVIEW



South Africa's Employment Laws and Labour Relations Act are complex, with four major acts (Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act, Skills Development Act) often intersecting, creating a challenging legal framework for HR leaders. In addition, **over 200,000 labor disputes are referred to the CCMA annually, underscoring the need for HR professionals to stay updated on the latest employment law legislations and dispute resolution practices.**

This certified program is designed to enhance your understanding of South Africa's employment laws and its impact on labor relations and employment practices. You will gain a thorough understanding of **key legislative aspects such as Labour Relations Act (LRA), Basic Conditions of Employment Act (BCEA), and Employment Equity Act (EEA), which collectively regulate employment contracts, collective bargaining, anti-discrimination policies, and workplace safety.** This program will also cover the legal frameworks governing **employment termination and retrenchment**, aligning them with legal compliance requirements and fostering a legally sound workplace.

With a strong emphasis on both the practical and legal aspects of HR management, this program will provide in-depth coverage of **dispute resolution mechanisms, collective bargaining processes, industrial action management**, and the role of institutions like the Commission for Conciliation, Mediation, and Arbitration (CCMA) and the Labour Court. You will also develop the critical skills necessary to prepare for **employment-related litigation, address workplace discrimination, and ensure compliance with workplace safety standards under South African law.** By analyzing a wide range of real-world scenarios, the program offers valuable insights into common challenges and effective solutions within the South African employment law context.

## ACCREDITATIONS



4.8



4.6



# PROGRAM OVERVIEW



Additionally, you will gain insights into the strategic integration of legal frameworks with HR practices, covering key aspects such as **unfair termination or dismissal, handling grievances and disciplinary actions, Occupational Health and Safety Act requirements, employee development, and the protection of employees from harassment.** Through case studies and practical exercises, you will be equipped to navigate the intricacies of South African employment law and labor relations, ensuring that your organization can operate within legal boundaries while fostering a fair and productive work environment.

Upon successful completion of the program, you will earn a **Certification in South Africa HR Employment and Labour Laws.** This certification holds lifelong validity and not only enhances your professional credentials but also demonstrates your expertise in navigating the intricacies of South Africa's employment law ensuring compliance.

## ACCREDITATIONS



4.8




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# KEY SKILLS YOU WILL GAIN

## From This Program



**EMPLOYMENT LAW COMPLIANCE  
LABOUR RELATIONS MANAGEMENT  
LABOUR RELATIONS ACT (LRA)  
EMPLOYMENT EQUITY ACT (EEA)**

**BASIC CONDITIONS OF EMPLOYMENT ACT (BCEA)  
DISPUTE RESOLUTION  
CONTRACT MANAGEMENT  
COLLECTIVE BARGAINING**

**WORKPLACE EQUALITY  
ANTI-DISCRIMINATION  
EMPLOYEE BENEFITS AND COMPENSATION  
DATA PROTECTION AND PRIVACY**

**PERFORMANCE MANAGEMENT  
OCCUPATIONAL HEALTH AND SAFETY ACT  
(OHSA)  
STRATEGIC HR MANAGEMENT  
WORKPLACE INVESTIGATION**

**TERMINATION AND RETRENCHMENT  
GRIEVANCE HANDLING**



# YOUR FACULTY DIRECTOR



## Aslam Moolla

### Highly Distinguished Employment and Labour Law Specialist

Aslam Moolla is a highly regarded Labour Law specialist with over 13 years of experience, dedicated to promoting fair workplace practices and advocating for employees' rights. He holds a Master's in International Trade Law and is licensed by the Legal Practice Council of South Africa. With expertise in employment litigation and legal compliance, **Aslam has represented clients before the Labour Court, High Court, and CCMA.** He has also conducted legal **compliance audits and developed HR policies for major organizations, including Durban ICC and Gift of the Givers.** **Aslam's insights are shared with over 600,000 social media followers,** and he regularly appears in media outlets to provide expert advice on labour law and workplace rights.

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# PROGRAM AGENDA

## **MODULE 1 - INTRODUCTION TO SOUTH AFRICAN EMPLOYMENT LAW**

- Overview of South Africa's Employment Legislation
- The Role of the Constitution in Employment Law
- Key Acts: Labour Relations Act (LRA), Employment Equity Act (EEA), Basic Conditions of Employment Act (BCEA)

## **MODULE 2 - EMPLOYMENT CONTRACTS**

- Comprehensive Understanding on the Types of Employment Contracts: Permanent, Temporary, and Fixed-Term
- Essential Clauses in Employment Contracts
- Legal Implications of Contractual Terms and Breaches

## **MODULE 3 - EMPLOYEE RIGHTS AND OBLIGATIONS**

- Employee Rights Under South African Law
- Employer's Duty of Care and Compliance
- Balancing Rights and Responsibilities in the Workplace

## **MODULE 4 - COLLECTIVE BARGAINING AND TRADE UNIONS**

- The Role of Trade Unions in the Workplace
- Collective Bargaining: Legal Framework and Processes
- Managing Industrial Action and Strikes

## **MODULE 5 - WORKPLACE EQUALITY AND ANTI-DISCRIMINATION LAWS**

- The Employment Equity Act and its Implications
- Implementing Gender Equality and Affirmative Action
- Preventing and Addressing Discrimination in the Workplace

## **MODULE 6 - TERMINATION OF EMPLOYMENT AND RETRENCHMENT**

- Legal Considerations for Termination of Employment
- Retrenchment Processes: Legal Requirements and Best Practices
- Handling Unfair Dismissal Claims





# PROGRAM AGENDA

## **MODULE 7 - PROTECTION AND ELIMINATION OF HARASSMENT IN THE WORKPLACE**

- Applicable Legislation and Codes
- Types of Harassment
- Internal Policies & Procedures
- When and What Processes to be Followed
- Implementation of Internal Procedures Including Informal, Grievances, and Disciplinary
- Wellbeing of the Victim/Grievant
- Employer's Liability Including Vicarious Liability

## **MODULE 8 - STRATEGIC HR MANAGEMENT AND LEGAL COMPLIANCE**

- Aligning HR Practices with Legal Requirements
- Strategic HR Management for Legal Compliance
- Auditing HR Practices for Legal Risks

## **MODULE 9 - EMPLOYEE BENEFITS AND COMPENSATION**

- Legal Framework for Employee Benefits
- Managing Compensation and Benefits Packages
- Compliance with the Occupational Health and Safety Act (OHS Act)

## **MODULE 10 - LITIGATION AND LEGAL PROCEEDINGS**

- Preparing for Employment-Related Litigation
- Managing Legal Risks and Compliance Issues
- Understanding the Role of the Labour Court and High Court

## **MODULE 11 - PERFORMANCE MANAGEMENT AND EMPLOYEE DEVELOPMENT**

- Legal Aspects of Performance Management
- Developing and Implementing Performance Standards
- Addressing Poor Performance: Legal and Practical Considerations

# YOUR CHARTER DESIGNATION



Chartered Institute of Professional Certifications' programs are unique as they provide you with professional charter designations and marks that can be used across your lifetime once you have completed our programs.

Upon successful completion of this program, you will be awarded the prestigious **Certification in South Africa HR Employment and Labour Laws** which can be used in your resume, CV, and other professional credentials. With lifelong validity and global recognition, this designation will set you apart from your peers, demonstrating your expertise in South Africa HR employment and labour law ensuring workplace compliance. This program is developed by **Chartered Institute of Professional Certifications** and the content of this program has been certified by **CPD Certification Service** as conforming to continuing professional principles.



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# CONTACT US TODAY

We Thank You for Your Ongoing Support  
of Our Programs

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