

DURATION

The full program constitutes two levels, introductory and intermediate. Each level is delivered over a five - month period, with two live sessions per month. In the sixth month the learner will complete their POE under the guidance of their mentor.

If you click on Introductory it must take to you the contents below, likewise if you click on intermediate, it must also take you to that respective contents

1. INTRODUCTORY PROGRAMME

WHO SHOULD ATTEND?

Persons entering the employment market and seeking a recognized course of study. Supervisors and managers, IR and HR Practitioners seeking a strong fundamental understanding of the labour law landscape. Business owners wishing to add theoretical understanding to their practical experience, Union representatives, IR Officers, HR Clerks,

GOAL OF INSTRUCTION

Differentiate between fair and unfair labour practices and procedures

Apply progressive discipline practices into their day to day supervision and determine when to act and in what manner to act

Know the requirements to prove misconduct at a disciplinary procedure

Learners will be able to distinguish between misconduct and capacity issues and determine the most appropriate procedure.

Know how to handle and manage absenteeism

Identify poor work performance and determine the steps to be taken

How to plan and prepare for a hearing or arbitration

Be able to prepare cross -examination questions and strategy

How to chair a disciplinary enquiry

Assess point in limine arguments and the merits thereof

Use the rules of evidence to determine an outcome or to reach a decision

DELIVERY METHOD

Webinars are conducted twice a month using the ZOOM platform. Each webinar is approximately three hours, to allow for teaching, practical examples and a question and answers opportunity.

Learners will be provided with materials and resources to further their knowledge and understanding and access to assistance through a course mentor. Each module is followed by an assessment that the learner needs to complete. Learners will be expected to conduct research and assessments in their own time. A portfolio of evidence is required to complete the course.

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DATES

Intermediate Level: 1 April – 30 September

2. INTERMEDIATE PROGRAMME

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