

Human Resource and Labour Relations Policies and Acts

1. Overview

A participant who achieves this programme will be able to analyse workplace policies, procedures, agreements, and conditions of employment. They will take full responsibility for optimising and maintaining policy efficiency. The participant will also be able to identify trends and implement appropriate systems to manage them effectively.

2. Programme Outcomes

- A participant achieving this unit standard will be able to analyse policy, procedures, agreements and conditions of employment applicable at the workplace environment and take the full responsibility to optimise and maintain efficiencies in policies. The participant should be able to identify trends and have the ability to implement acceptable systems to deal with this
- In addition, the learner will be well positioned to extend the learning into systems thinking and the motivation of a productive workforce at all levels. The profession and agribusiness will benefit from higher productivity levels and a positive external image projected through this
- Participants will understand the importance of the application of business principles in agricultural production with specific reference to human resources
- They will be able to operate farming practices as businesses and will gain the knowledge and skills to move from a subsistence orientation to an economic orientation in agriculture. Farmers will gain the knowledge and skills to access mainstream agriculture through a business approach

Qualification:	Certificate of Completion
Duration:	2-Months
Programme Type:	Category B – Workplace-Based Learning Programme
Programme ID:	PA0080
SAQA US:	116394
NQF Level:	5
Credits:	9
Entry Requirements:	Communication, Mathematical & Computer Literacy at NQF 4
Training Options:	Online - Each participant will receive access to an online portal, where all programme materials and resources are available. Training is delivered fully online, and participants will join scheduled Microsoft Teams sessions facilitated by a trainer. This mode provides flexibility and allows learners to participate from any location. Blended - Blended learning combines both online and face-to-face training. Participants receive access to an online portal for online content, resources, and self-paced activities. Alternatively, the learning material will be emailed to the participant. They also attend scheduled in-person contact sessions with a facilitator, either at the client's premises or providers campus. This approach offers the flexibility of online learning with the added support of guided, interactive sessions.

**A choice of leveraged programmes for any person,
At any level, in any department, of any company, in any industry.**

Face-to-Face - Each participant will receive training resources, which contains all programme materials and resources. Training is delivered through onsite contact sessions, either at the client's premises or providers campus, where a facilitator conducts the sessions in a classroom environment.

Minimum Participants Required: (1) Online, (1) Blended & (1) Face-to-face

3. Programme Content

- **(116394 US):** Implement and manage human resource and labour relations policies and acts

4. Topics

Topic 1: Be responsible for the development and maintenance of effective human resource policies and practices

- The ability is demonstrated to take responsibility to develop and maintain human resource policy on employment equity
- The ability is demonstrated to take responsibility to develop and maintain human resource policy on skills development
- The ability is demonstrated to take responsibility to develop and maintain human resource policy on performance evaluation
- The ability is demonstrated to take responsibility to develop and maintain human resource policy on recruitment and selection criteria
- The ability is demonstrated to take responsibility to develop and maintain human resource policy on training
- The ability is demonstrated to take responsibility to develop and maintain human resource policy remuneration

Topic 2: Be responsible for the drafting of job descriptions, recruitment, selection panels, and employment contracts

- The ability to take responsibility to organize and participate in the recruitment process is demonstrated
- The ability to take responsibility to organise and participate in selection panels is demonstrated
- The ability to participate in salary negotiations is demonstrated
- The ability to establish employment conditions of a particular category of employment in accordance with relevant policy is demonstrated
- The ability to reflect applicable terms and conditions of employment for the relevant category of employment in the employment contract is demonstrated
- The ability to suitably cover exceptional terms and conditions in the contract of employment if applicable is demonstrated
- Contracts of employment are submitted for approval to the authorised person(s)
- Categories of employment are established correctly in accordance with the organisation structure and organisational needs

We trust that the above is in order and look forward to hearing from you for Implementation

Topic 3: Be responsible for the institute and facilitation of disciplinary policies, actions and hearings

- The ability to participate in disciplinary hearings is demonstrated
- The ability to identify and classify transgression(s) is demonstrated
- The ability to implement procedures to handle and implement offences is demonstrated
- Proof that allegations or charges are correctly analysed and adequately investigated is demonstrated
- The fact that all relevant information is requested from the employer is demonstrated
- The fact that the employee and witnesses are properly prepared for the hearing is demonstrated
- The fact that relevant appeals are lodged in terms of the disciplinary procedure is demonstrated

Topic 4: Develop, facilitate and monitor disciplinary policy, process and procedures

- The fact that the disciplinary policy and procedures adhere to legislation requirements is demonstrated
- The fact that the disciplinary policy and procedures contain agreed timeframes for resolution of issues is demonstrated
- The fact that the disciplinary policy and procedures are aligned to the type of business and culture of the organisation is demonstrated
- The fact that effective communication structures and media are utilised to communicate the disciplinary policy and procedures to all relevant stakeholders is demonstrated
- The fact that appropriate and effective training techniques are established to ensure that the disciplinary policy and procedure are easily accessible to all stakeholders is demonstrated
- The fact that timeframes are established to ensure regular review of the effectiveness of the disciplinary policy and procedures is demonstrated
- The fact that the disciplinary policy and procedures are amended in accordance with review findings is demonstrated

Topic 5: Institute performance evaluation committees and manage the performance evaluation process

- The active involvement in the application of the performance evaluation process is demonstrated. Involvement in the training and communication of the performance evaluation process is demonstrated
- The ability to evaluate each employee according to procedures is demonstrated
- The ability to organise moderating committee if according to organisation policy is demonstrated
- The ability to ensure that all employees receive the necessary feedback to ensure transparency is demonstrated

Topic 6: Participate in the implementation of applicable labour legislation

- Labour legislation according to workplace procedures are communicated to all levels and implemented
- Employees and managers are encouraged to develop their skills
- The ability to motivate employees to adhere to safety regulations is demonstrated
- The ability to enforce the employment equity principles at all levels of the organisation is demonstrated

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- The ability to identify trends in employment and apply corrective systems to bring them into line with legislation and company procedures is demonstrated

5. Target Audience

- Junior managers, supervisors, and team leaders
- Employees transitioning into first-line management roles
- HR assistants and admin staff managing workplace policies
- Staff responsible for implementing or optimizing internal systems
- Departmental coordinators involved in workforce supervision

6. How Will the Organization Benefit

- **Better Operational Efficiency**
Employees understand and implement policies that reduce waste, delays, and confusion.
- **Improved Policy Compliance and Implementation**
Staff can identify outdated or ineffective procedures and recommend improvements.
- **Proactive Issue Management**
Trained managers can recognize workplace trends and implement solutions before issues escalate.
- **Higher Team Productivity and Morale**
Motivated and well-managed teams produce better results and contribute positively to the work environment.
- **Stronger Leadership and Accountability**
Supervisors are more confident in making decisions, handling staff, and aligning operations with strategic goals.

7. Workplace-Based Learning Programme

This WLP is a fusion of academic learning and practical work. The learning is directly applied to the workplace by using client-based mentors and extensive workplace-based portfolio work and assignments. Apart from the obvious benefits of a workplace directed qualification, each WLP qualifies for recognition as a Category B Skills Programme in the Learning Matrix of the Amended BEE codes, which allows for the salaries of participants to be recognized as part of the Skills Development Expenditure.

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